

# REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )  
OFFICIAL: REGULAR ( ) SPECIAL ( )  
PROBATIONAL or TRIAL PERIOD ( )

As of 3-31-48 based on performance during period from 4-1-47 to 3-31-48

MILTON A. JONES  
(Name of employee)

CHIEF, CRIME RECORDS SECTION CAF 13  
(Title of position, service, and grade)

CRIME RECORDS SECTION, FBI

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE, ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input type="checkbox"/>
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- |   |   |
|---|---|
| <p>----- (1) Maintenance of equipment; tools, instruments.</p> <p>----- (2) Mechanical skill.</p> <p>+ (3) <u>Skill in the application of techniques and procedures.</u></p> <p>----- (4) <u>Presentability of work</u> (appropriateness of arrangement and appearance of work).</p> <p>+ (5) <u>Attention to broad phases of assignments.</u></p> <p>+ (6) <u>Attention to pertinent detail.</u></p> <p>+ (7) <u>Accuracy of operations.</u></p> <p>+ (8) <u>Accuracy of final results.</u></p> <p>+ (9) <u>Accuracy of judgments or decisions.</u></p> <p>+ (10) <u>Effectiveness in presenting ideas or facts.</u></p> <p>+ (11) <u>Industry.</u></p> <p>+ (12) <u>Rate of progress on or completion of assignments.</u></p> <p>+ (13) <u>Amount of acceptable work produced.</u> (Is mark based on production records? <u>Yes</u>) (Yes or no)</p> <p>+ (14) <u>Ability to organize his work.</u></p> <p>+ (15) <u>Effectiveness in meeting and dealing with others.</u></p> <p>+ (16) <u>Cooperativeness.</u></p> <p>+ (17) <u>Initiative.</u></p> <p>+ (18) <u>Resourcefulness.</u></p> <p>+ (19) <u>Dependability.</u></p> <p>+ (20) <u>Physical fitness for the work.</u></p> | <p>----- (21) <i>Effectiveness in planning broad programs.</i></p> <p>----- (22) <i>Effectiveness in adapting the work program to broader or related programs.</i></p> <p>----- (23) <i>Effectiveness in devising procedures.</i></p> <p>----- (24) <i>Effectiveness in laying out work and establishing standards of performance for subordinates.</i></p> <p>----- (25) <i>Effectiveness in directing, reviewing, and checking the work of subordinates.</i></p> <p>----- (26) <i>Effectiveness in instructing, training, and developing subordinates in the work.</i></p> <p>----- (27) <i>Effectiveness in promoting high working morale.</i></p> <p>----- (28) <i>Effectiveness in determining space, personnel, and equipment needs.</i></p> <p>----- (29) <i>Effectiveness in setting and obtaining adherence to time limits and deadlines.</i></p> <p>----- (30) <i>Ability to make decisions.</i></p> <p>----- (31) <i>Effectiveness in delegating clearly defined authority to act.</i></p> <p>STATE ANY OTHER ELEMENTS CONSIDERED<br/><u>Capable of additional</u><br/>(A) <u>responsibility</u><br/>Filed <u>89</u><br/>(B) <u>6 MAY 22 1948</u><br/>(C) <u>FEDERAL BUREAU OF INVESTIGATION</u></p> |
|---|---|

STANDARD Deviations must be explained on reverse side of this form		Adjective rating
Plus marks on all underlined elements, and no minus marks.	Excellent	Rating official <u>E. M. A. J.</u> Reviewing official _____
Plus marks on at least half of the underlined elements, and no minus marks.	Very good	
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.	Good	
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.	Fair	
Minus marks on at least half of the underlined elements.	Unsatisfactory	

Rated by L. B. Nichols Assistant Director  
(Signature of rating official) (Title)  
Reviewed by [Signature] Assistant Director,  
(Signature of reviewing official) Federal Bureau of Investigation (Title)

MAY 12 1948  
(Date)

5-12-48  
(Date)

Rating approved by efficiency rating committee \_\_\_\_\_ Report to employee \_\_\_\_\_  
(Date) (Adjective rating)

May 12, 1948

MILTON A. JONES  
CHIEF, CRIME RECORDS SECTION  
EOD 2-6-39  
CAF-13, \$7581

Mr. Jones has continued to give an excellent account of himself as Chief of the Crime Records Section. He is a diligent, conscientious, hard-working Agent who has definite administrative ability. I have considered him as potential Special Agent in Charge material and feel that when an opening as Assistant Special Agent in Charge occurs in the Field he should be given consideration. He is loyal and does not hesitate to assume responsibility. I was impressed by the manner in which he and the Agents working under him responded in the Loyalty Program in volunteering to work in the Records Section during evening hours, although this was not one of their responsibilities.

✓

AG



60

60

May 24, 1948

Mr. John Edgar Hoover  
 Director  
 Federal Bureau of Investigation  
 Washington, D. C.

Dear Mr. Hoover:

I have received your letter of  
 May 20, 1948, advising of the increase in  
 my salary under the Uniform Promotion Act.  
 It is needless to say that I appreciate this  
 very much and I will do everything possible  
 to justify the confidence you have indicated  
 in me through this increase.

Sincerely yours,

*Milton A. Jones*

Milton A. Jones

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Tracy.....
Mr. Egan.....
Mr. Gurnea.....
Mr. Harbo.....
Mr. Mohr.....
Mr. Pennington.....
Mr. Quinn Tamm.....
Mr. Nease.....
Miss Gandy.....

✓ *TELETYPE*

67-	14 MAY 27 1948
Searched .....	67-NOT RECORDED
Indexed .....	
4 MAY 26 1948	
FEDERAL BUREAU OF INVESTIGATION	

DIRECTOR

89

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin ✓

FROM : H. L. Edwards

SUBJECT: Milton A. Jones  
Special Agent (Chief, Crime Records Section)  
Records and Communication Division

5-14-48

RE: UPA PROMOTION

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Mohr  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Gandy

b6  
b7C

This employee entered on duty as a Special Agent on 2-6-39, and was reallocated to Grade CAF-13, \$5600 per annum on 5-1-45. As a result of the two basic increases in pay, a meritorious promotion, and a promotion under the provisions of the Uniform Promotion Act effective 11-3-46 his present salary is \$7581 per annum. He is eligible for promotion under the provisions of the Uniform Promotion Act effective 5-16-48.

On 3-31-47 Mr. L. B. Nichols rated him EXCELLENT.

By letter dated 9-3-47 he was censured for the slipshod manner in which a memorandum was prepared by Supervisor [ ] of his section, concerning Watson B. Miller. It was pointed out to him that in preparing the memorandum it was apparent that no effort was made to verify the fact that Mr. Miller was at one time a paid employee of the American Legion for a number of years.

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b7C

By letter dated 9-4-47 he was censured for the unsatisfactory manner in which Supervisor [ ] of his section prepared some material for Hedda Hopper. It was pointed out to him that there was no excuse for approving material which contained errors in spelling and in which no effort was made to explain or identify subjects and references so that the recipient would have some idea as to what the article was supposed to present.

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b7C

By letter dated 9-4-47 he was censured for the oversight which occurred in his section wherein some proposed drafts of hi-jacking stories were approved for publication in one of the New York newspapers. His section failed to detect a substantial error in one of the articles. This error was that a brother of the subject's instead of brother-in-law was sentenced to two years in prison. Actually the brother of the subject was never involved in the case.

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By memorandum dated 10-22-47 Mr. [ ] advised that Agent Jones and 6 other agents of his section and the Crime Statistics Section had worked from 7:30 p. m. to 10:30 p. m. in the Records Section and during the evening they completed 33 Loyalty Forms and these forms involved the review of 127 files and it was felt the results obtained were extremely good. The Director noted, "This is indeed gratifying and commendable. See that they are thanked and proper notation made in their personnel files."

FEDERAL BUREAU OF INVESTIGATION

On 3-31-48 Mr. L. B. Nichols rated him EXCELLENT and said he had continued to give an excellent account of himself as Chief of the Crime Records Section, he was diligent, conscientious, hard-working, had definite administrative ability, he was considered potential Special Agent in Charge material, he was loyal, did not hesitate to assume responsibility, and was impressed with the manner in which Jones!

3 File Jea

and the Agents working under him responded in the Loyalty Program in volunteering to work in the Records Section during the evening hours.

RECOMMENDATION: It is recommended that he be afforded a \$239.40 increase under the provisions of the Uniform Promotion Act to \$7820.40 per annum effective 5-16-48.

JEE:ese

H L Edwards  
JHE

I agree  
JHE  
5/17  
5/15

From letter to emp  
5-20-48  
JHE

on  
✓  
5-15-48  
Wag/Sm

b6  
b7C

MLB

Prepared by: mlb  
Checked by: *jr*  
Filed by:

May 20, 1948

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

In connection with the Uniform Promotion Act, I am indeed pleased to advise you that you have been recommended for promotion from \$7561 per annum to \$7829.40 per annum in Grade CAF 13, effective May 16, 1948.

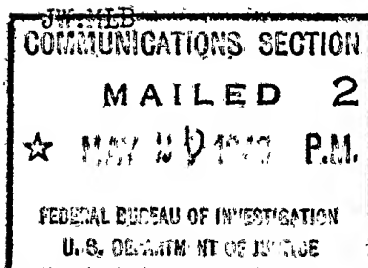
Sincerely yours,

John Edgar Hoover  
Director

12 MAY 27 1948

RECORDED

CC: Mr. Nichols  
Mr. J. E. Edwards  
Movement Section



*1-12*

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Harbo	_____
Mr. Mohr	_____
Mr. Pennington	_____
Mr. Quinn Tamm	_____
Tele. Room	_____
Mr. Nease	_____
Miss Gandy	_____

109101-159

MAY 20

11 23 AM '48

MAY 20 1948

*jr*

June 12, 1948

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Sir:

The attention of the Bureau has been called to an error which occurred in a Bureau publication, the editing of which was under your supervision. It has been noted that the error in question was solely due to carelessness on the part of several employees of your section.

I am certain that you are aware of the widespread potential embarrassment which could be caused the Bureau by mistakes of this character. In the future it will be expected that you will take the necessary precautions to insure that a similar dereliction does not occur.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover

CC: Mr. Nichols (P & C)

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Mohr  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Gandy

RECEIVED READING ROOM  
JUN 12 6 17 PM '48  
F. B. I.  
U. S. DEPT. OF JUSTICE

COMMUNICATIONS SECTION  
MAILED 3  
★ JUN 14 1948 P.M.  
FEDERAL BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE

109106-160

JUN 12 1948

RECEIVED  
F. B. I.  
U. S. DEPT. OF JUSTICE  
JUN 14 8 56 AM '48

JHL

June 4, 1948

MEMORANDUM FOR Mr. Nichols

You are advised as follows concerning the handling of the letter of Mr. Lance E. Booth in this section:

The letter was received in this section on May 26 at 2:29 p.m., and later that afternoon was routed to the correspondence desk of Agent [redacted] Mr. [redacted] was away the following day at Quantico and in his absence Agent [redacted] dictated on the letter to one of the new stenographers in the section. Mr. [redacted] states that he assumed the letter would get out the following day, which would get it to New Jersey in time. On the following day there was quite a rush in getting out correspondences early and the stenographer failed to get this letter out on time so that it could be dated on the 28th. She typed it up, however, and dated it June 1st. Mr. [redacted] failed to call that particular letter to my attention and, as a result, it was not read by me until Monday, May 31st. Obviously, this letter should have been given special handling throughout and should have left this section prior to the holiday. You may be sure that errors of this type will not occur in the future.

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b7C

Respectfully,

M. A. Jones

Mr. Tolson's NOTATION:

"The letter, altho dated June 1, reached Mr. Hoover on June 3. No indication that it required special handling. TOLSON

MR. HOOVER'S NOTATION:

" 1.1.1 " H.

JUN 23 1948  
93

JOINTS AND BILLYARDS (Joints, joints, muscles, feet)	normal	4	10
--	--------	---	----

THORAX (size, shape, movement, rib cage, mediastinum) normal  
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. normal  
chest x-ray negative

CARDIO-VASCULAR SYSTEM normal

HEART (note all signs of cardiac involvement) normal

ECG WITHIN NORMAL LIMITS.

PULSE: BEFORE EXERCISE 72 BLOOD PRESSURE: SYSTOLIC 128

AFTER EXERCISE 94 DIASTOLIC 78

THREE MINUTES AFTER 84

CONDITION OF ARTERIES elastic CHARACTER OF PULSE regular

CONDITION OF VEINS normal HEMORRHOIDS none

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) normal

GENITO-URINARY SYSTEM normal

URINALYSIS: SP. GR. 1.022 ALB. n SUGAR n MICROSCOPICAL n

VENEREAL DISEASE n

NERVOUS SYSTEM normal

(organic or functional disorders)

ROMBERG neg INCOORDINATION (gait, speech) none

REFLEXES, SUPERFICIAL PRESENT DEEP (knee, ankle, elbow) normal TREMORS none

SEROLOGICAL TESTS KAHN NEG BLOOD TYPE "A" Rh Pos

ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) none apparent

SMALLPOX VACCINATION: DATE OF LAST VACCINATION 1927

TYPHOID PROPHYLAXIS: NUMBER OF COURSES Typhoid Fever 1932

DATE OF LAST COURSE

REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE

SUMMARY OF DEFECTS

CAPABLE OF PERFORMING DUTIES INVOLVING ARDUOUS PHYSICAL EXERTION

IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS,  
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS YES (yes or no)  
(when no is given state cause)

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary)

No recommendations.

A. J. White

Capt. MC USN RET.

DATE OF EXAMINATION September 20, 1948



## OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: June 7, 1948

FROM : L. B. Nichols

SUBJECT: MISTAKE IN SPELLING OF NAME OF CHIEF OF POLICE  
 JOSEPH S. HOLIDAY, BRATTLEBORO, VERMONT, JUNE, 1948.  
 ISSUE FBI LAW ENFORCEMENT BULLETIN

In connection with the error that has occurred in spelling the name of the Chief of Police as "Ralph S. Holiday" rather than "Joseph S. Holiday" in the byline of an article on hit and run cases, the following explanation is submitted.

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Upon receipt of a letter dated March 1, 1948 from the Albany Office transmitting the article, Mr. Kemper, after reviewing it, referred it to Miss [redacted] who assists in the preparation of material for the Bulletin in final form. Miss [redacted] proofread the article and made a few grammatical changes. Since the Chief's name appeared at the end of the article as "J. S. Holiday," she wrote it in the title as "Joseph S. Holiday." Miss [redacted] handwriting was not too good and the typist, Miss [redacted] read the first name "Joseph" as "Ralph" and so typed it. Thereafter when the material was proofread by Miss [redacted] by Miss [redacted] and also by Mr. Kemper, the three of them failed to notice that "Ralph" should have been "Joseph." The word "Joseph" did not appear in the article but it was in the cover letter which had been detached and sent to the file in line with the policy Mr. Jones has followed of not keeping serials out of file.

## CONCLUSIONS AND RECOMMENDATIONS:

1. This is an out and out error. There is no excuse for it. Mr. Jones has been instructed that hereafter each article appearing in the Law Enforcement Bulletin must be rechecked against the original sources and a certification must be made and kept in his office.

2. Special Agent E. G. Kemper is basically responsible. He has edited the Law Enforcement Bulletin for approximately two years. He has done an excellent job. This is the first error of this type which has occurred, yet in this instance he was careless. I recommend that he be censured and placed on probation.

Mr. Jones ~~does~~ does not concur in my recommendation that Mr. Kemper be censured and placed on probation. He agrees that Mr. Kemper should be censured but he feels that Mr. Kemper's work has been of such a nature and of such high quality that probation is too severe disciplinary action for this error. I recognize that my recommendation is severe and I also recognize Mr. Kemper's excellent record in the past; however, he should have known better and should have been more careful.

MR. TOLSON'S NOTATION: "I recommend letter of censure."

DIRECTOR'S NOTATION: "I agree. Also censure Miss Reichert for her poor handwriting. I have seen some serial specimens from that Div. though they were not those of Miss Reichert." H.

1 AUG 17 1948

copy OK

Memorandum for Mr. Tolson

3. Mr. M. A. Jones, in charge of the Crime Records Section, is responsible for everything emanating from that unit. While I do not hold that Mr. Jones is responsible for personally double checking I do hold that he is responsible for seeing to it that things are checked. I, therefore, recommend that he be censured.

MR. TOLSON'S NOTATION: "OK."

4. Miss [ ] has been an excellent employee. She is thoroughly loyal. She has done outstanding work. In this instance she was careless. I recommend that she be censured.

MR. TOLSON'S NOTATION: "OK."

5. Miss [ ] is a conscientious employee and is devoted to her work. In looking at the handwriting of Miss [ ] I can see where she could misread the word "Joseph" for "Ralph"; however, Chief Holiday signs his name as "J. S. Holiday" at the end of the article. She should have caught this and her failure to do so is carelessness.

MR. TOLSON'S NOTATION: "Letter."

6. Inasmuch as my office is responsible for the Bulletin and it is my responsibility to see to it that these items are submitted in a proper manner, I recommend a censure letter be directed to me.

LEN:hmc

June 7, 1948

MEMORANDUM FOR Mr. Nichols

Re: Misspelling of name of  
 Chief of Police Joseph S.  
 Holiday, Brattleboro, Vermont,  
 in June, 1948, issue of FBI  
 Law Enforcement Bulletin.

*M.A. Jones*

Under date of March 1, 1948, the Albany office forwarded to the Bureau an article prepared by Chief Joseph S. Holiday of the Brattleboro, Vermont, Police Department for possible use in the Law Enforcement Bulletin.

(94-3-1-11275)

This material was routed to SA E. C. Kemper, who, for approximately two years, has had charge of the LEB. After receiving this material, Mr. Kemper referred it to Miss [ ] who assists on the Bulletin, so that it could be edited, if necessary, and prepared in final form for use. Miss [ ] looked over the material, made a few changes of a minor nature, and added the Chief's byline, which did not appear originally. This material is attached and you will note that the Chief's name is put in in Miss [ ] handwriting. After the material was thus prepared and ready for the Bulletin, Miss [ ] returned the incoming letter to Mr. Kemper and, as is customary with such material, he made a notation on the incoming letter from Albany and sent it to the Records Section.

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Some days later, when it became time to get up the next issue of the Bulletin, Mr. Kemper gave the material, under the Chief's byline, to Miss [ ] who typed it up on the regular paper used for the LEB. (This sheet is also attached.) In typing up the article, Miss [ ] read the word "Joseph" as "Ralph." You will note that there is quite a similarity between the word "Ralph" and the way Miss [ ] wrote the word "Joseph." Thereafter, when the typed material for the Bulletin was proofed by Miss [ ]

b6  
b7C

12 JUN 21 1948

Memorandum for Mr. Nichols

6/7/48

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read by Miss [ ] and also by Mr. Kemper, no one noticed that "Ralph" should have been "Joseph." It should be noted also that the word "Joseph" appeared only in the cover letter from Albany, and when the various persons proofread the typed page for the Bulletin they, of course, did not have the benefit of this cover letter, which, at that time, was in file.

It seems that this was an unfortunate error. Miss [ ] perhaps should have questioned the spelling of the Chief's first name. Miss [ ] of course, should have written it more legibly, and Mr. Kemper should have exercised greater care in supervising the preparation of this particular article.

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I have today talked with Misses [ ] and [ ] and also with Mr. Kemper concerning this particular matter. I have impressed upon each the importance of being most careful at all times in the preparation of material such as this for the Law Enforcement Bulletin and be absolutely sure that names, dates, and so forth, are correct. Each realizes the seriousness of this error and I feel sure that each will make a diligent effort to avoid such mistakes in the future.

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b7C

I might add that all of these employees are most conscientious and are doing an unusually good job here in the section. Although Miss [ ] has been working on the Law Enforcement Bulletin, the monthly news sheet, and similar matters for a number of years, this is the first time I have ever caught a mistake on her part. Miss [ ] is equally as conscientious and devoted to her work. Mr. Kemper has been handling the LEB for almost two years, and this is the first time that an error like this has escaped his attention.

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b7C

You may be confident that we will be most careful in the future so as to avoid embarrassment such as that which results from an error of this type.

Respectfully,

/s/ H A J

H. A. Jones

Attachment

October 11, 1948

Mr. Hilton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Sir:

I have noted your memorandum of October 8, 1948, in which you advised that you reviewed and initialed a piece of mail improperly prepared by a Special Agent Supervisor in your section.

Quite obviously had you carefully perused the incoming communication you would have noted that the correspondent was an attorney and counsellor at law and a member of the Florida bar and you would not have approved a communication referring the correspondent to a reputable attorney.

I want you to definitely understand that the Bureau will not tolerate such <sup>1248</sup>slipshod and haphazard review of the mail on the part of its official staff. Should there be a recurrence of such an incident, I want you to understand it will be necessary to take very severe administrative action.

Very truly yours,

John Edgar Hoover  
Director

Mr. Tolson  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Mohr  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Gandy

CC - Mr. Nichols

JPM:DW

October 12, 1948

~~PERSONAL AND CONFIDENTIAL~~

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

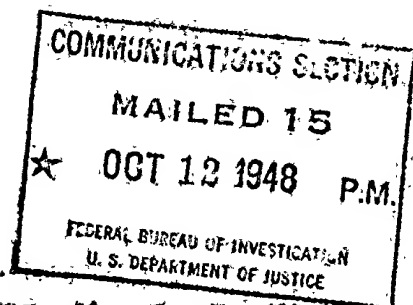
The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on September 20, 1948.

This report reflects that you have no disqualifying physical defects and that the electrocardiogram was within normal limits.

The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of performing strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

15 OCT 21 1948  
John Edgar Hoover  
Director



cc: Mr. L. D. Nichols

HLE:tck

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Mohr \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: 10-8-48

FROM : M. A. Jones

SUBJECT: Reply to letter 9/30/48  
from Mrs. Madeline J. Cox

CRIME RECORDS

J. J. McGUIRE

With reference to this matter, I wish to advise that while I read the incoming letter from Mrs. Cox, the fact that she is an attorney just did not register. Obviously our reply should have been handled differently. I very much regret that this happened and will be more careful in the future. Also, I am cautioning all supervisors in the section to use more care in the handling of correspondence.

Mr. Tolson	✓
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

15 NOV 2 1948  
Respectfully,  
RECORDED  
M. A. Jones

67-109106-163	
Searched	.....
Numbered	72
Filed	.....
4 OCT 14 1948	
FEDERAL BUREAU OF INVESTIGATION	

ADDENDUM, JIM:FML, 10/8/48:

I should have caught this stupid error myself. I recall reading the letter but did not note her status as an attorney. Utmost caution will be used to prevent similar items from slipping through. While the error occurred down below, the full responsibility is mine and I do regret letting such a silly thing occur.

J. J. M.

Suggest letters of closure  
to Newman, Jones & McGUIRE

Letter of  
closure to  
Newman, Jones  
& McGUIRE  
10/11/48  
JIM

copy am

November 29, 1948

0  
Mr. M. A. Jones  
Federal Bureau of Investigation  
Washington, D.C.

Dear Mr. Jones:

94-3-a-908  
I have just read the letter to me appearing in the Investigator, and I do want to thank you, and through you all of my associates in the FBI, for the sentiments expressed. I certainly missed being at the office and it is grand to be back again, and particularly to be able to be with so many fine folks. We really do have a great group of people. While I have known this for a long while, nevertheless, it was brought home to me more strongly during the trying days of my illness through the many messages I received. I shall never forget the sustaining good wishes I have received.

Sincerely,  
JES JAN 10 1949

/s/ J. Edgar Hoover

109 106-164

95

100 8



October 14, 1943

*MA. JONES*  
 MEMORANDUM FOR MR. NICHOLS  
 MR. JONES

My attention has been called to a letter addressed to me on October 2 by Sergeant D. G. Lewis, of the State Highway Patrol, Greenville, North Carolina, calling attention to the fact that the commanding officer of the troop, Captain Lester Jones, was at that time at Mt. Alto Hospital. Sergeant Lewis' letter indicated that it would be appreciated if some representative of the FBI could pay Captain Jones a visit. This letter received no attention by you until today, October 14, when upon specific instructions from Mr. Tolson, Mr. Tuttle visited Captain Jones and was of assistance to him.

The letter from Sergeant Lewis was received at the Bureau on October 5. It was stamped in Mr. Tolson's and Mr. Clegg's office on the same date and reached Mr. Jones' office at 3:56 P.M. on October 5. It does not appear to have been stamped into Mr. Nichols' office.

I would like to know why action on this communication was not taken until today, at which the action was predicated upon Mr. Tolson's specific instructions. We had written to a State Highway Patrol expressing appreciation for their assistance in connection with the robbery of the East Carolina Bank at Columbia, North Carolina. In turn, the Highway Patrol asked us to do them a favor. It seems obvious to me that action should have been taken on this communication the very day of its receipt. It is not possible for me or for Mr. Tolson to personally examine every incoming communication in the Bureau to specifically indicate the action which should be taken upon it or to insure that every communication is answered as of a particular time. I would like to have both of you explain to me why this letter was not answered immediately upon its receipt and why there was a delay in the matter between October 5 and October 14. It is this mis-handling of correspondence which can do irreparable damage to the reputation of the Bureau in the matter of mutual cooperation and I must insist that steps be taken to correct such conditions under your supervision.

Very truly yours,

GT:DCC

/s/ J. E. H.

John Edgar Hoover  
 Director

Mr. Tolson's notation;  
 "Letter to officers sent 10-14"

Director's notation;  
 "This really is awful!!"

1 DEC 8 1943

## Office Memorandum • UNITED STATES GOVERNMENT

MAJ: jbb

TO :

Nichols

DATE: January 24, 1949

FROM :

M. A. Jones

SUBJECT:

b6  
b7C

As a matter of record, you have advised that a boy was born to my wife on January 23rd. He has been named [redacted]. Both mother and son are doing fine.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Mohr  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Holmes  
Miss Gandy

RECORDED

67-144-106-165

Searched.....

Numbered.....

Filed.....

4 JAN 31 1949

FEDERAL BUREAU OF INVESTIGATION

Left sent  
1-27-49  
mjf

THREE RECEIVED

File 1/27/49



United States Department of Justice  
Federal Bureau of Investigation



IN REPLY, PLEASE REFER TO

FILE No. \_\_\_\_\_

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to November 30, 1948, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~MONEY ORDER~~) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name  Address R. F. D. #1, Box 438, Annandale, Va  
Relationship  Dated 11/26/48

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name  Address R. F. D. #1, Box 438, Annandale, Va  
Relationship  Dated 11/26/48

Very truly yours,

*W. J. Jones*  
Special Agent

*ack  
11/27/48  
CWD*

*3 copies*

*RECEIVED*

b6  
b7C

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

FROM : J. P. MOHR

SUBJECT: MILTON A. JONES

Chief, Crime Records Section  
Records and Communications Division

DATE: 1/25/49

Mr. Tolson	✓
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Mohr	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Holmes	
Miss Gandy	

Mr. Jones has been a Special Agent since February 6, 1939. He has been assigned to the Seat of Government as a Supervisor in the Crime Records Section since February 20, 1940. He was appointed to the position of Chief, Crime Records Section on March 1, 1944. He has received an Excellent efficiency rating since March 31, 1942.

The attached permanent brief reflects that in his position as a Supervisor and as Chief of the Crime Records Section he has been the subject of commendation and criticism. On March 31, 1948, Mr. Nichols rated him Excellent and stated he continued to give an excellent account of himself as Chief of the Crime Records Section, was diligent, conscientious, hard working, had definite administrative ability, was considered by Mr. Nichols as potential SAC material and when an opening as Assistant SAC occurred in the field, Mr. Nichols felt he should be given consideration.

Mr. Jones has been censured on three occasions during the calendar year 1948 for the manner in which his Section functioned. On June 12, 1948 he was censured for an error which occurred in a Bureau publication, the editing of which was under his supervision. The error involved the misspelling of the name of a Chief of Police in an issue of the FBI Law Enforcement Bulletin. This error was solely due to the carelessness on the part of several employees in the Crime Records Section. On October 11, 1948, Mr. Jones was censured for reviewing and initialing a piece of mail which had been improperly prepared by a Special Agent Supervisor in his section. It developed that the correspondent, an attorney and counsellor at law and a member of the Florida bar, was referred in our communication to a reputable attorney. In a memorandum to Mr. Nichols and Mr. Jones dated October 14, 1948, the Director requested an explanation as to the delay in handling a letter dated October 2, 1948 to the Bureau calling attention to the fact that a police officer was at Mount Alto Hospital and requesting that the Director or a representative of the Bureau visit the officer. The letter in question was received in the Bureau on October 5, 1948 and no action was taken on it until October 14, 1948. This matter was handled by Supervisor LeVec of the Crime Records Section which of course was under Mr. Jones' supervision.

Mr. Nichols feels that Mr. Jones is entitled to reallocation to Grade CAF 14 at this time, he pointing out that Mr. Jones prepares a large volume of material which directly reaches the Director's Office and which material has a very important bearing on the work of the Bureau. Mr. Nichols feels that the position which Mr. Jones

occupies is of sufficient importance and responsibility to warrant reallocating it to Grade CAF 14.

RECOMMENDATION

It is recommended in view of the instances in which Mr. Jones was censured during the calendar year 1948 that he not be favorably considered for reallocation to Grade CAF 14 at this time but that he be reconsidered after the submission of the March 31, 1949 annual efficiency rating.

*D. Mohr*

*I agree with  
Mohr*

*1-25*

*✓*

*I agree,*

*by*

Dear Mr. Jones:

Since you entered the Bureau ten years ago, numerous changes have taken place, and the Bureau has grown in reputation as well as in size. I know full well that you have participated in many of these changes. Your unfaltering efforts and many personal sacrifices have been reflected in the success, efficiency, and growth of the organization. I should like you to accept this Key as a token of my deep appreciation for the contribution that you have made to the Bureau's accomplishments, and as a symbol of those ideal for which the FBI stands.

I hope that we will continue to receive the benefit of your ability and experience in the work of the Bureau for many years to come.

With best wishes,

Sincerely,

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Lohr  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Gandy

CC: Mr. Nichols

## Voucher Section

WRG: kph

Received personally  
Sept 14/19

January 27, 1949

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

I wish to take this  
occasion to congratulate Mrs.  
Jones and you on the arrival  
of your baby son, [redacted]

b6  
b7C

May I also hope for  
your little boy an abundance  
of all the good things your  
hearts desire for him.

Sincerely,

J. Edgar Hoover

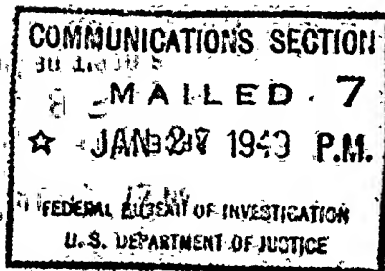
3 FEB 8 1949  
67-NOT RECORDED

CC - Mr. Nichols

67-109106-  
mjd  
FEB 10 1949  
FBI  
RECEIVED-MAIL ROOM

JAN 28 1949

Mr. Tolson  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Mohr  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Gandy



JAN 27 3 00 PM '49  
RECEIVED - DIRECT  
FBI  
U.S. DEPT. OF JUSTI

0  
MILTON A. JONES  
Special Agent  
CAF 13, \$8,150.40  
EOD 2/6/39

Assigned: Chief, Crime Records Section  
Division Records & Communications

Mr. Jones has shown considerable improvement in the past year. He has a difficult task and a large volume of work. His most important assets are his loyalty and enthusiasm. I have taken into consideration the volume of work he handles and I think that all in all, he does an excellent job.

ADDENDUM, LBN:FML, 4/18/49:

I recommend his reallocation to CAF 14. 5 MAY 4 1949

73 MAY 13 1949  
RECORDED

67-109106-168	
Searched	_____
Numbered	49
Filed	55
5 MAY 4 1949	
FEDERAL BUREAU OF INVESTIGATION	

LBN

FILE

mg



# ANNUAL REPORT OF EFFICIENCY RATING

Form approved.  
Budget Bureau No. 50-R012.3.

ADMINISTRATIVE-UNOFFICIAL ( )  
OFFICIAL:  
REGULAR (XX) SPECIAL ( )  
PROBATIONAL ( )

As of 3-31-49 based on performance during period from 4-1-48 to 3-31-49

MILTON A. JONES

CHIEF, CRIME RECORDS SECTION

CAF 13

(Name of employee)

(Title of position, service, and grade)

FEDERAL BUREAU OF INVESTIGATION, DIVISION OF RECORDS & COMMUNICATIONS

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE  ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.	CHECK ONE:  Administrative, supervisory, or planning <input checked="" type="checkbox"/> XXX  All others <input type="checkbox"/>
	2. Underline the elements which are especially important in the position.	
	3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions.	
	b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	

- (1) Maintenance of equipment, tools, instruments.
- (2) Mechanical skill.
- + (3) Skill in the application of techniques and procedures.
- + (4) Presentability of work (appropriateness of arrangement and appearance of work).
- + (5) Attention to broad phases of assignments.
- + (6) Attention to pertinent detail.
- + (7) Accuracy of operations.
- + (8) Accuracy of final results.
- + (9) Accuracy of judgments or decisions.
- + (10) Effectiveness in presenting ideas or facts.
- + (11) Industry.
- + (12) Rate of progress on or completion of assignments.
- + (13) Amount of acceptable work produced. (Is mark based on production records? Yes) (Yes or no)
- + (14) Ability to organize his work.
- + (15) Effectiveness in meeting and dealing with others.
- + (16) Cooperativeness.
- + (17) Initiative.
- + (18) Resourcefulness.
- + (19) Dependability.
- + (20) Physical fitness for the work.

- + (21) Effectiveness in planning broad programs.
- + (22) Effectiveness in adapting the work program to broader or related programs.
- + (23) Effectiveness in devising procedures.
- + (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- + (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- + (26) Effectiveness in instructing, training, and developing subordinates in the work.
- + (27) Effectiveness in promoting high working morale.
- + (28) Effectiveness in determining space, personnel, and equipment needs.
- + (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- + (30) Ability to make decisions.
- + (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- + (A) Capability of assuming additional responsibility
- (B) \_\_\_\_\_
- (C) \_\_\_\_\_

STANDARD Deviations must be explained on reverse side of this form		Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated.	Excellent	Rating official <u>EXCELLENT</u>  Reviewing official _____
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.	Very Good	
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.	Good	
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.	Fair	
Minus marks on at least half of the underlined elements.	Unsatisfactory	

Rated by L. B. Nichols Assistant Director 4/15/49  
(Signature of rating official) (Title) (Date)  
Reviewed by [Signature] Federal Bureau of Investigation 4-20-49  
(Signature of reviewing official) (Title) (Date)  
Rating approved by efficiency rating committee \_\_\_\_\_ Report to employee \_\_\_\_\_  
(Date) (Adjective rating)

May 3, 1949

Mr. Hilton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

I am indeed pleased to advise you that you have been recommended for promotion from the position of Special Agent in Grade CAF 13, \$3150.40 per annum to the position of Special Agent in Grade CAF 14, \$3500.50 per annum, effective July 1, 1949.

This promotion is being made effective July 1, 1949 due to the unavailability of funds for the remainder of the present fiscal year.

Sincerely yours,

J. Edgar Hoover

John Edgar Hoover  
Director

cc: Mr. Nichols  
Movement  
Mr. J. E. Edwards

JJeph

PH

Mr. Tolson \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Mohr \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

COMMUNICATIONS SECTION  
MAILED 3  
★ MAY 3 - 1949 P.M.  
FEDERAL BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE

15 MAY 1949

7-109106-169

RECEIVED - DIRECTOR  
F B I  
U.S. DEPT. OF JUSTICE  
MAY 3 11 29 AM '49  
RECORDS ROOM  
F B I  
DEPT OF JUSTICE

Tim

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 4/21/49

FROM : J. P. MOHR

SUBJECT: MILTON A. JONES

Chief, Crime Records Section  
Records and Communications Division

Mr. Tolson  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Mohr  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Holmes  
Miss Gandy

Mr. Jones was considered for reallocation to Grade CAF 14, \$8509.50 per annum on January 25, 1949 and it was recommended that in view of the instances in which Mr. Jones was censured during the calendar year 1948 that he not be favorably considered for re-allocation at that time but that he be reconsidered after the submission of the March 31, 1949 annual efficiency rating. The Director concurred in this recommendation.

There is attached a permanent brief of Mr. Jones' file. It is noted he has been a Special Agent since February 6, 1939 and has been assigned to the Seat of Government as a Supervisor in the Crime Records Section since February 20, 1940. He was designated as Chief of the Crime Records Section on March 1, 1944. He has received Excellent efficiency ratings since March 31, 1942.

The attached permanent brief reflects that in his position as Supervisor and Chief of the Crime Records Section he has been the subject of commendation and criticism. He was censured on three occasions during the calendar year 1948 for the manner in which his section functioned. In June 1948 he was censured for an error which appeared in a Bureau publication, the editing of which was under his supervision. The error involved the misspelling of the name of a Chief of Police in an article in the FBI Law Enforcement Bulletin. In October 1948 he was censured for reviewing and initialing a piece of mail which had been improperly prepared by a Supervisor in his section. This error involved the referral of a correspondent to an attorney for assistance when the correspondent in fact was an attorney and counsellor at law and a member of the Florida bar. He was again censured in October 1948 for an 11-day delay in acknowledging a communication advising that a police officer was at Mount Alto Hospital and requesting that the Director or a representative of the Bureau visit the officer.

On the March 31, 1949 annual efficiency report Mr. Nichols rated Jones Excellent and said he had shown considerable improvement in the past year. Mr. Nichols stated that Jones had a difficult task and a large volume of work, that his most important assets are his loyalty and enthusiasm and that he has taken into consideration the volume of work he handles and thinks that all in all Jones does an excellent job. Mr. Nichols recommended Jones' reallocation to Grade CAF 14.

37 file  
Eger

RECOMMENDATION

It is recommended Mr. Jones' position be reallocated to Grade CAF 14, \$8509.50 with the designation Chief, Crime Records Section, to be effective the first pay period after July 1, 1949.

*J. M. Mohr*

*I agree*

*OK.  
b.*

*SA on Field Role  
Per Mr. W. L. Edwards  
4-29-49 ast.*

*Letter to Temp.  
adv. person.  
5-3-49  
John*

*5-3-49  
Wag/bm*

*5/3/49  
W  
Jfm*

b6  
b7C

October 20, 1949

Mr. Hilton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Sir:

From a review of all of the circumstances relating to the improper handling of the September, 1949 Issue of the "FBI Law Enforcement Bulletin," which contained an item of a nature such as would prove objectionable to certain readers and subject the Bureau to criticism, it is noted that you reviewed and approved the issue prior to its publication.

Your handling of this matter obviously was purely perfunctory, failed in its purpose, and was not at all in keeping with the standard of performance expected of an employee of your experience and length of service. Unless you exhibit greater care and attention in connection with matters handled by you in the future and avoid further delinquencies of this nature, more severe administrative action may be taken.

Very truly yours,

John Edgar Hoover  
Director

cc - Mr. L. B. Nichols (P & C)

The responsibility of this employee for the above-mentioned dereliction should be reflected in the next efficiency report submitted on him.

JIC:cmw

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECEIVED  
FBI  
OCT 20 1949  
U.S. DEPT. OF JUSTICE

Key file

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: October 17, 1949

FROM : L. B. Nichols

SUBJECT: Edward G. Kemper, Jr.  
Special Agent  
EOD 8-25-41  
Crime Records Section  
CAF-13 \$7432.20

CRIME RECORDS

Tolson	
Clegg	
Glavin	
Ladd	
Nichols	
Rosen	
Tracy	
Egan	
Gurnea	
Harbo	
Mohr	
Pennington	
Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Holmes	
Miss Gandy	

L. B. NICHOLS

Mr. Kemper, who has been assigned in the Crime Records Section since September 5, 1946, has a primary responsibility for the preparation of the Law Enforcement Bulletin. In this assignment he has turned in an outstanding performance in improving not only the quality but the content of the Bulletin. The credible thing is that he does this more or less on the side and does not give his full time by any stretch of the imagination to the Bulletin.

He has received Excellent ratings for the past several years. He also does an excellent job on handling special tours, speaking engagements and has handled several writers in a credible manner. On November 12, 1947 he was advised he had been recommended for superior accomplishment award in view of the outstanding manner in which he performed his duties over a period of time. On that occasion he was jumped one step within a grade in salary.

In February of 1948, I pointed out in a memorandum that Kemper should be considered on a long-range basis for an SAC. He is willing and industrious and puts in long hours. Thus on August 21, a memorandum was prepared for my signature which recommended that he be reallocated to CAF 13. At that time I made a notation that Kemper "is outstanding and is always looking for ways to help out."

So far as the Bulletin is concerned, aside from the reprinting of the article from the St. Louis Globe Democrat in the September 1949 issue of the Bulletin wherein the form containing the word "Jewish" has been picked up and given considerable unfavorable publicity to the Bureau, Kemper is guilty of only one other error. In the June 1948 issue of the Law Enforcement Bulletin, the Chief of Police at Brattleboro, Vermont, was referred to as Joseph S. Holliday where in fact it should have been Ralph Holliday. The cover letter from Albany used the word "Joseph." Mr. Kemper was censured for this under date of June 12, 1948.

With reference to the story appearing in the New York Compass. The story on the St. Louis Police Department originally appeared in the rotogravure section of the St. Louis Globe Democrat for April 24,

3 for

Memorandum for Mr. Tolson

October 17, 1949

1949, referring to a rather unique method in the handling of a rogues gallery. The St. Louis Office by letter was requested to secure the original photograph which it did do. Mr. Kemper reviewed the story as it appeared in the St. Louis Globe Democrat as well as the pictures and since the pictures carried two names at the top of the IBM card and another general appearance form, in order to avoid any criticism, these names were scratched out. Since these forms had been published in St. Louis in a newspaper of wide circulation and in view that we were reprinting the story in the Law Enforcement Bulletin, a publication of restricted circulation, Mr. Kemper did not feel that the material which now appears to be objectionable should have been deleted.

In questioning Mr. Kemper, he tells me he recalled the difficulty in connection with the Identification Order but regarded that as something issued to the public and given a wide spread publication and on the other hand this had been published, was a form of the St. Louis Police Department and the Bulletin specifically carried the notation the article was being reprinted. He accordingly thought that there would be no objection. Mr. Kemper tells me he honestly can not say that he questioned the use of the word "Jewish," or that it made any impression on him. It did not register with him or otherwise Mr. Kemper would have brought it to my attention. I do know in days gone by Mr. Kemper has come to me on numerous occasions with questions. In this connection, I have considered Mr. Kemper a very conscientious, loyal and industrious individual.

After the material was prepared, it was reviewed by Mr. Jones and the particular copy was reviewed on two occasions, the first by Messrs. Tracy, Noble for Clegg, Parsons for Harbo, McCabe for Rosen, Fletcher, Ladd and McGuire for me. The material was resubmitted in the galley proof form and the illustration in question was carried as a blueprint. This was approved by Messrs. Parsons for Harbo, McCabe for Rosen, Boswell for Clegg, Winterrowd for Ladd, Fletcher, Neesch for Leonard, Mr. Tracy and myself.

#### CONCLUSION AND RECOMMENDATION

1. Kemper was initially responsible for detecting something that would be objectionable. If it slipped him Mr. Jones is responsible. In the final analysis I should be personally held accountable for this as I have had more experience and certainly I should have sensed the connotation. Actually I glossed over the matter which makes it more inexcusable as far as I am concerned. A separate memorandum is being submitted on Mr. Jones.

*This proves the universal  
approvals are purely perfunctory  
& mean nothing.*

October 17, 1949

2. It is recommended that Mr. Kemper be reallocated to CAF 13 on October 24, 1949. A memo from the Chief Clerk's Office summarizes this recommendation and is dated October 6, 1949. An official notification was sent through under date of October 13, 1949. I now recommend this reallocation be cancelled and withdrawn. I should have previously recommended this course of action as the New York Compass came out on September 22, 1949. I knew, of course, of Kemper's participation in the preparation of the article and there is no explanation for not having recommended the cancellation of the Grade 13 at an earlier date. — *high grade a gross mistake here. 10/18*

3. Aside from the two errors above mentioned, Kemper has been a distinct addition to the Crime Records Section. It would be a distinct loss for him to leave the section. He is the type of man who takes matters such as this very seriously. My feeling is he would buckle down and be an even greater asset to us in the future. He has two children and has had considerable difficulty with living quarters for the past year or so. He is now well settled. While under ordinary circumstances the cancellation of the Grade increase would be sufficient punishment for dereliction I am recommending his transfer from the section.

I have gone over this whole matter in detail and in fact this memorandum is dictated in his presence. Mr. Kemper would like to have it made a matter of record that his feelings be recorded, he would not like a transfer but would like to remain in the section and demonstrate his worthiness and the confidence heretofore reposed in him.

*I recommend he be continued in the section 2 yrs. 10/18 J.A.*

ADDENDUM: LBN:dmh 10-17-49

In fairness to Mr. Kemper, he does put in considerable overtime, he is a worker and has been over assigned at times for which I must assume some responsibility. I think this fact should be taken into consideration as a mitigating circumstance.

*Since Kemper has received favorable ratings, thus negated of Nichols & properly administered, his office I will allow CAF 13 to stand. Kemper is to be placed on probation. Jones & all others who are involved in this issue of the Bulletin are to be censured & their derelictions are to be reflected in the next Efficiency Ratings. Kemper is to receive no further increases until his work shows the necessary care & improvement.*

*Alvin & Nichols - No Success  
Jones, much Kemper.*





United States Department of Justice  
Federal Bureau of Investigation

IN REPLY, PLEASE REFER TO

FILE No. \_\_\_\_\_

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to July 31, 1949; and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~MONEY ORDER~~) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name  Address Annandale, Va., Rt 1, Box 438  
Rela  Dated 7/26/49

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name  Address Annandale, Va., Rt 1, Box 438  
Rela  Dated 7/26/49

Very truly yours,

*[Signature]*  
Special Agent  
JUL 29 1949  
NOT RECORDED  
b6  
b7C  
192

U. S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

Prepared by  
Checked by  
Filed by

MR. MILTON A. JONES  
MR. MILTON A. JONES  
WASHINGTON 25, D. C.  
PROMOTION

Date  
May 3, 1949

Personnel Action Number  
F. B. I. - 315531890

Legal Authority

Nature  
of Action

Effective

July 1, 1949

Position

FROM

TO

Special Agent

SA

Grade

CAF 13  
\$3150.40

CAF 14  
\$3500.50

Salary

Division

and

Section

Headquarters

Appropriations

S & E, F.B.I.

S & E, F.B.I.

Departmental  
or Field

Dept.

Field ☒ Dept.

Field ☒

NATURE OF POSITION

a. VICE

b. ADDITIONAL IDENTICAL  
XXXXXX

c. NEW

P. C. NO.

P. C. NO.

P. C. NO.

Date of Birth

Date of Oath

REMARKS

The provisions of the  
Veterans' Preference Act of 1924  
1944 and/or the Selective Service  
Act of 1948 have been complied with.

21 MAY 9 1949

10

November 29, 1949

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Sir:

In connection with an error noted in a letter recently directed to Mr. [REDACTED] of the Department of Justice, it appears that you approved this communication without discovering the mistake and having it corrected. You are considered to have been grossly careless in this instance and you obviously did not adequately review the letter before approving it.

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b7C

Your unsatisfactory handling of this item is definitely not in keeping with the standard of performance expected of an employee of your position and experience in the Bureau. Unless you take the necessary precaution to avoid similar mistakes of this nature, further administrative action may become necessary.

Very truly yours,

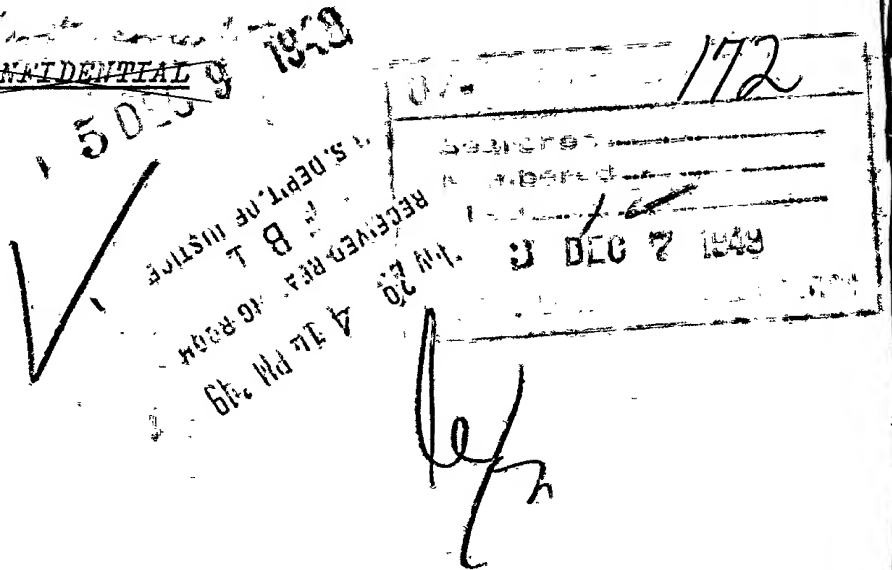
John Edgar Hoover  
Director

CC - Mr. Nichols

~~PERSONAL & CONFIDENTIAL~~

VIC:JC

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



NAME: JONES, MILTON A.

CHIEF, CRIME RECORDS SECTION

EOD: 2-6-39

SALARY: CAF-14, \$8509.50

OFFICES OF PREFERENCE: (1) Washington, D. C.

ASSISTANT DIRECTOR NICHOLS:

Mr. Jones is hard-working, industrious and plodding. He is above average in intelligence. He handles a large volume of work. His greatest assets are his loyalty, industry and enthusiasm. He is a growing man and should continue to make progress. I would consider him an excellent employee.

INSPECTOR GURNEA:

Mr. Jones presents a good appearance and is mature and businesslike in every respect. He is very sincere, hard-working and trying to do a good job in the Crime Records Section. Many of the delinquencies found in the section, particularly the destruction of obsolete material should have been corrected prior to the inspection. I do believe, however, that with this exception his services as Section Chief of the Crime Records Section are very satisfactory.

Inspection Report  
Records and Communications Division,  
Crime Records Section  
Inspector Gurnea  
Interviewed by: Inspector Gurnea  
Date: 7-22-49

26  
67-NOT RECORDED-4  
13 NOV 22 1949

January 11, 1950

Mr. Milton A. Jones  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Mr. Jones:

I have been advised of the excellent work recently performed by the Crime Records Section in the handling of the Bureau's Christmas cards.

The fine spirit of cooperation, enthusiasm and interest as evidenced by your section are a tribute to your splendid supervision. I want you to know of my sincere appreciation and commendation for the highly efficient fashion in which this assignment was completed.

Sincerely,

J. Edgar Hoover

cc: Mr. Nichols (P & C)

A. CLT:lrh

JAN 12 9 50 AM '50  
U.S. DEPT. OF JUSTICE  
RECEIVED  
DIRECTOR

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

PINK MEMO

November 25, 1949

MEMORANDUM FOR MR. NICHOLS

With regard to the inquiry concerning the mistake in the letter to Mr. Matthew A. McKavitt there is attached a memorandum from Miss [redacted] the stenographer who handled this dictation. Supervisor [redacted] who dictated the letter is on leave today but an explanation will be secured from him Monday and forwarded to you.

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b7c

Through an inadvertence I did not note the mistake. It is regretted that this occurred.

Respectfully

/s/ W. A. Jones

W. A. Jones

Attachment

HAJ:sjc

TOLSON NOT'S "OK" 11/25/49-T.  
DIRECTOR NOT'S "OK" H.

59  
10 JAN 18 1950

January 23, 1950

PERSONAL AND CONFIDENTIAL

Mr. H. A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

b6  
b7C

Dear Sir:

I have read your explanation of the delay in acknowledging a communication from Mr. [redacted] and [redacted] of the South Bend Tribune, South Bend, Indiana, which was dated January 7, 1950 and received in the Crime Records Section at noon on January 10, 1950. The acknowledgment to Mr. Miller's letter was finally sent out of the Bureau under date of January 18, 1950.

I note that there was a three-day delay in handling this communication upon its initial receipt in your section and thereafter it was shuttled back and forth until a communication was finally prepared dated January 18.

I want to impress upon you the imperative necessity of promptly handling all incoming communications and this matter should also be called to the attention of the Supervisors under your direction in order to eliminate such delays in the future. The Bureau cannot tolerate such dilatory tactics in handling its correspondence in the future. I want you to see that there is no recurrence.

Very truly yours,

John Edgar Hoover  
Director

RECEIVED REA 16 ROOM  
JAN 23 6 42 PM '50  
U.S. DEPT. OF JUSTICE

Mr. Tolson  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Mohr  
Mr. Pennington  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Gandy

cc - Mr. Nichols

JPM:DW

6 months report

# REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )  
OFFICIAL: REGULAR ( ) SPECIAL ( )  
PROBATIONAL ( )

As of 1-31-50 based on performance during period from 7-1-49 to 1-31-50

MILTON A. JONES 450048 CHIEF CRIME RECORDS SECTION GSF14  
(Name of employee) (Title of position, service, and grade)

FEDERAL BUREAU OF INVESTIGATION, DIVISION RECORDS & COMMUNICATIONS  
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate — if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input type="checkbox"/>
---	---	--

- |   |   |
|---|---|
| <p>— (1) Maintenance of equipment, tools, instruments.<br/>— (2) Mechanical skill.<br/>+ (3) <u>Skill in the application of techniques and procedures.</u><br/>+ (4) <u>Presentability of work</u> (appropriateness of arrangement and appearance of work).<br/>+ (5) <u>Attention to broad phases of assignments.</u><br/>+ (6) <u>Attention to pertinent detail.</u><br/>+ (7) <u>Accuracy of operations.</u><br/>+ (8) <u>Accuracy of final results.</u><br/>+ (9) <u>Accuracy of judgments or decisions.</u><br/>+ (10) <u>Effectiveness in presenting ideas or facts.</u><br/>+ (11) <u>Industry.</u><br/>+ (12) <u>Rate of progress on or completion of assignments.</u><br/>+ (13) <u>Amount of acceptable work produced.</u> (Is mark based on production records? <u>no</u>)<br/>+ (14) <u>Ability to organize his work.</u><br/>+ (15) <u>Effectiveness in meeting and dealing with others.</u><br/>+ (16) <u>Cooperativeness.</u><br/>+ (17) <u>Initiative.</u><br/>+ (18) <u>Resourcefulness.</u><br/>+ (19) <u>Dependability.</u><br/>+ (20) <u>Physical fitness for the work.</u></p> | <p>+ (21) <u>Effectiveness in planning broad programs.</u><br/>+ (22) <u>Effectiveness in adapting the work program to broader or related programs.</u><br/>+ (23) <u>Effectiveness in devising procedures.</u><br/>+ (24) <u>Effectiveness in laying out work and establishing standards of performance for subordinates.</u><br/>+ (25) <u>Effectiveness in directing, reviewing, and checking the work of subordinates.</u><br/>+ (26) <u>Effectiveness in instructing, training, and developing subordinates in the work.</u><br/>+ (27) <u>Effectiveness in promoting high working morale.</u><br/>+ (28) <u>Effectiveness in determining space, personnel, and equipment needs.</u><br/>+ (29) <u>Effectiveness in setting and obtaining adherence to time limits and deadlines.</u><br/>+ (30) <u>Ability to make decisions.</u><br/>+ (31) <u>Effectiveness in delegating clearly defined authority to act.</u></p> |
|---|---|

67-109106-175  
STATE ANY OTHER ELEMENTS CONSIDERED  
Capabty of assuming additional responsibility  
+ (A) Additional responsibility  
— (B) Filed  
— (C) 4 MAR 2 1950  
FEDERAL BUREAU OF INVESTIGATION

STANDARD Deviations must be explained on reverse side of this form	Adjective Rating Excellent Very Good Good Fair Unsatisfactory	Rating official <u>EXCELLENT</u> Reviewing official <u>EXCELLENT</u> <u>Reduced to Key, 2/13/50</u>
---	--	---

Rated by L. V. Nichols Assistant Director 2/3/50  
(Signature of rating official) (Date)  
Reviewed by [Signature]  
(Signature of reviewing official) (Date)  
Rating approved by efficiency rating committee (Date) Report to employee (Adjective rating)



## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

FROM : H. L. EDWARDS

SUBJECT: MILTON A. JONES  
CHIEF, CRIME RECORDS SECTION

DATE 2-13-50

Mr. Tolson ✓  
Mr. Clegg ✓  
Mr. Glavin ✓  
Mr. Ladd ✓  
Mr. Nichols ✓  
Mr. Rosen ✓  
Mr. Tracy ✓  
Mr. Egan ✓  
Mr. Gurnea ✓  
Mr. Harbo ✓  
Mr. Mohr ✓  
Mr. Pennington ✓  
Mr. Quinn Tamm ✓  
Tele. Room ✓  
Mr. Nease ✓  
Miss Holmes ✓  
Miss Gandy ✓

Mr. Nichols has submitted a 6-months efficiency report on Mr. Jones covering the period from July 1, 1949 to January 31, 1950 in which Mr. Jones has been rated as Excellent.

During the inspection of the Records and Communications Division in July 1949 Mr. Nichols rated Jones as an excellent employee pointing out that he is hardworking, industrious, above average in intelligence and handles a large volume of work. Inspector Gurnea commented that Jones presented a good appearance, was mature and businesslike, sincere and hardworking and trying to do a good job in the Crime Records Section. According to the Inspector many of the delinquencies found in his section, particularly the destruction of obsolete material, should have been corrected prior to the inspection; however, with this exception the Inspector considered Jones' services very satisfactory.

A review of his file, however, reflects that on October 20, 1949 he was censured for his apparently perfunctory review and approval of an item which appeared in the September 1949 issue of the FBI Law Enforcement Bulletin. The item was of such a nature as would prove objectionable to certain readers and subject the Bureau to criticism. In accordance with the Director's instruction Mr. Nichols was advised at that time that Jones' responsibility for the error should be reflected in the next efficiency report submitted on him.

On November 29, 1949 Jones was again censured because of his approval of an outgoing letter to Mr. [redacted] of [redacted] the Department of Justice, which letter contained a mistake which Jones failed to detect.

By letter dated January 11, 1950 Jones was commended for the excellent work performed by his section in the handling of the Bureau's Christmas cards.

On January 23, 1950 Jones' attention was called to the delay which had occurred in acknowledging a letter which had been received from [redacted] of the South Bend Tribune. Jones was advised of the imperative necessity of promptly handling all incoming communications and he

Letter to Mr. Nichols  
2/16/50 JVC

3 JVC

67-109106-176

4 MAR 2 1950

RECEIVED BUREAU OF INVESTIGATION

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b7C

b6  
b7C

was instructed to call this matter to the attention of the supervisors under his direction.

In view of the letters of censure directed to this employee during the period covered by the above-mentioned efficiency report it is recommended that the Excellent rating afforded Jones be reduced to Very Good. In the event this recommendation should be approved Mr. Nichols should be advised of the action and instructed to inform Jones of the reduction together with the reasons therefore.

A PERMANENT BRIEF OF THE PERSONNEL FILE OF JONES IS ATTACHED.

Attachment

PC  
VIC:cr

*I agree*  
*7/13/50*  
*I concur*  
*2/14*  
*H. Edwards*  
*gr*  
*12/13/50*  
*I definitely agree.*  
*There must be a*  
*tightening up on*  
*operations & asst*  
*Directors should*  
*lead in it.*  
*H.*

February 16, 1950

~~PERSONAL & CONFIDENTIAL~~

Mr. Louis T. Nichols  
Federal Bureau of Investigation  
Washington, D. C.

Dear Sir:

Reference is made to the special efficiency report submitted by you on February 3, 1950 on Mr. Milton A. Jones, Chief of the Crime Records Section, in which you rated him as Excellent.

A review of Jones' file however reflects that on October 20, 1949 he was censured for his apparently perfunctory review and approval of an item which appeared in the September, 1949, issue of the FBI Law Enforcement Bulletin, which item was of such a nature as would prove objectionable to certain readers and subject the Bureau to criticism. At that time you were instructed that his responsibility in connection with the mistake should be reflected in his next efficiency report.

Again, on November 29, 1949 Jones was censured because of his approval of an outgoing letter to Mr. [redacted] of Department of Justice, which letter contained a mistake which Jones failed to detect. In addition by letter of January 23, 1950 his attention was called to a delay which had occurred in acknowledging a letter from F. L. Millor, President and Editor of the South Bend Tribune. In this communication Jones was advised of the imperative necessity of promptly handling all incoming communications and he was instructed to call this matter to the attention of the supervisors under his direction.

In view of the above-mentioned instances of administrative action which were taken against Jones during the period covered by your efficiency report on him, the Bureau is unable to concur in the Excellent rating you have given him and this rating is being reduced to Very Good. You should inform him of this action together with the reasons therefor.

Furthermore, you should give more care in the future to your preparation of efficiency reports on employees of your Division.

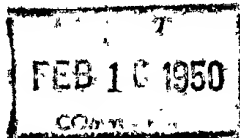
Very truly yours,

John Edgar Hoover  
Director

Mr. Tolson \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Mohr \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

CC: Mr. Nichols' Personnel File

JIC/dfs



Mr. Tolson.....
Mr. Clegg.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Tracy.....
Mr. Egan.....
Mr. Gurnea.....
Mr. Harbo.....
Mr. Mohr.....
Mr. Pennington.....
Mr. Quinn Tamm.....
Mr. Nease.....
Miss Gandy.....

May 6, 1949

Mr. John Edgar Hoover  
Director  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Hoover:

I have received your letter of May 3, 1949, advising that I have been recommended for promotion in grade effective July 1, 1949. I was glad to receive this letter and you may be sure that I will do everything possible to justify the confidence indicated by this communication. The reason the promotion will not be effective until July 1 is, of course, entirely understood.

At this time I wish to extend my congratulations on your forthcoming Twenty-fifth Anniversary as the Director of the FBI. No one could think of the Bureau without thinking of the outstanding service you have rendered in your present position. I do hope that I will have the privilege of working under you for many more years to come.

67-109106-178

MAR 28 1950

MAR 16 1950

FEDERAL BUREAU OF INVESTIGATION

Sincerely yours,

*M. A. Jones*

M. A. Jones

CHIEF - CRIME RECORDS SECTION

*3*

*File*

*Chase*

May 11, 1949

Dear Mr. Jones:

I received your personal note of May 6th and want to express to you my appreciation for the congratulations which you extended to me upon the occasion of my 25th Anniversary as Director of our organization. Your sentiments touched me deeply and I am very grateful to you for writing to me as you did.

Sincerely,

J. Edgar Hoover

Mr. M. A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

67-109176-179  
42

Mr. Tolson  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Mohr  
Mr. Pennington  
Mr. Quinn  
Tele. Room  
Mr. Nease  
Miss Gandy

SENT FROM D. O.  
TIME 6:30 PM  
DATE 5-11-49  
BY JEH

JEH:MT

4236  
 RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS  
 FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

NAME Jones, Milton A. AGE 37 YEARS, 1 MONTHS  
 NATIVITY (state of birth) Ky. MARRIED, SINGLE, WIDOWED: Married NUMBER OF CHILDREN 3  
 FAMILY HISTORY Both parents are living.

HISTORY OF ILLNESS OR INJURY Typhoid fever in 1932.

HEAD AND FACE

EYES: PUPILS (size, shape, reaction to light and distance, etc.) Normal

DISTANT VISION RT. 20/ 20, corrected to 20/

LT. 20/ 20, corrected to 20/

COLOR PERCEPTION Normal AOC 1940

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS Ulcer right cornea, under Rx.

EARS: HEARING RT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15/15'

LT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15/15'

DISEASE OR DEFECTS None.

NOSE Negative

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES Negative

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS Tonsils hypertrophoid

TEETH AND GUMS (disease or anatomical defect):

MISSING TEETH As indicated

NONVITAL TEETH

PERIAPICAL DISEASE

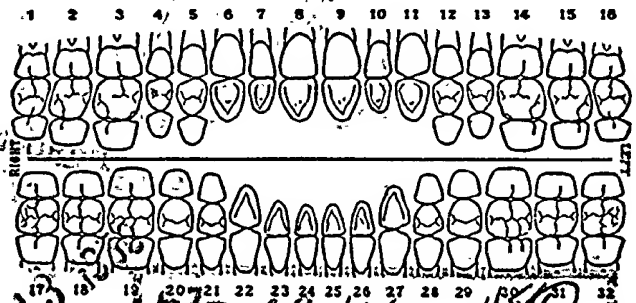
MARKED MALOCCLUSION

PYORRHEA ALVEOLARIS

TEETH REPLACED BY BRIDGES

DENTURES

REMARKS



E. G. F. Pollard Cdc, DC USA

(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE Medium

TEMPERATURE 98.6

HEIGHT 72 3/4

WEIGHT 202

RECENT GAIN OR LOSS, AMOUNT AND CAUSE None

SKIN, HAIR, AND GLANDS Negative

NECK (abnormalities, thyroid gland, trachea, larynx) Negative

SPINE AND EXTREMITIES (bones, joints, muscles, feet) Negative

CHEST AT EXPIRATION 39

CHEST AT INSPIRATION 42

CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 37 1/2

APR 8 1940

APR 13 1940

APR 13 1940

APR 13 1940

APR 13 1940

APR 13 1940

APR 13 1940

APR 13 1940

APR 13 1940

APR 13 1940

APR 13 1940

APR 13 1940

APR 13 1940

APR 13 1940

APR 13 1940

THORAX (size, shape, movement, rib cage, mediastinum) Normal  
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. Normal  
X-Ray Chest-neg.

CARDIO-VASCULAR SYSTEM  
HEART (note all signs of cardiac involvement) Normal

PULSE: BEFORE EXERCISE 62 BLOOD PRESSURE: SYSTOLIC 120  
AFTER EXERCISE 100 DIASTOLIC 65  
THREE MINUTES AFTER 64  
CONDITION OF ARTERIES Negative CHARACTER OF PULSE  
CONDITION OF VEINS Negative HEMORRHOIDS Anal fission

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) Negative

GENITO-URINARY SYSTEM Negative  
URINALYSIS: SP. GR. 1.010 ALB. neg. SUGAR neg. MICROSCOPICAL neg.  
VENEREAL DISEASE None

NERVOUS SYSTEM Normal (organic or functional disorders)  
ROMBERG Negative INCOORDINATION (gait, speech) No  
REFLEXES, SUPERFICIAL Normal DEEP (knee, ankle, elbow) Normal TREMORS None  
SEROLOGICAL TESTS Kahn-neg. BLOOD TYPE A2 Rh positive  
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) No

SMALLPOX VACCINATION: DATE OF LAST VACCINATION  
TYPHOID PROPHYLAXIS: NUMBER OF COURSES  
DATE OF LAST COURSE  
REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE  
E.C.G. within normal limits.

SUMMARY OF DEFECTS Ulcer cornea right eye

CAPABLE OF PERFORMING DUTIES INVOLVING Arduous PHYSICAL EXERTION  
IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS  
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS Yes (yes or no)  
(when no is given state cause)

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary)  
Continue indicated treatment for ulcer cornea right eye.

b6  
b7C

MCUSN

DATE OF EXAMINATION March 9, 1950

March 6, 1950

Mr. Tolson:

With reference is to the material prepared for Min Brooks, the chronology is as follows:

His letter dated February 23 was received in the Bureau on February 27, a Monday. It was received in my office at 5:50 p.m. on February 27.

Sometime on Tuesday I discussed this with Mr. Tolson and suggested he ascertain when the Director would be available as I felt it was necessary that the Director meet Brooks even though we could do the footwork and furnish him with the material.

On March 1, I received the letter back at 5:17 P.M. I called Soucy that night and told him to have Brooks here on Monday.

Early Thursday morning, March 2, I asked Mr. Jones' office to prepare several incidents of how wire tapping worked out on a supposition basis. Mr. Jones' Office was closed up and they did not give me the material until Friday evening. I was not able to read the material Friday evening.

Saturday I was tied up on urgent matters and went to the White House Press Correspondents dinner.

I did not have an opportunity to read the material until around 10 p.m. Sunday night. It was not prepared in the manner I wanted and accordingly, I rewrote the six items, finishing around midnight. They were retyped this morning.

Of course, this should have been in the Director's hands last Friday. It wasn't. I did the best I could.

L. B. Nichols

LEW :FEL

Director's Note: "Here again is congestion. Get Clegg to work on breaking the dead lock."/s/ H.



OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

DATE: March 3, 1950

To : Mr. Nichols

From : Mr. Jones

Subject:

Reference is made to the Director's inquiry as to the preparation of the article for the Colonial Review of George Washington University.

The incoming letter of January 12 was acknowledged on January 17 and we purposely refrained from promising the article at a specific date though at the time we anticipated having it for his use around the middle of February.

As you were previously advised, our correspondence has been running twice as heavy as it was this time last year and we practically had to use three men full-time on this, [redacted] and [redacted]. As you know, correspondence must be given top priority at all times. Mr. [redacted] has been out of the section most of the time since the request for the article for the Colonial Review came in.

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b7C

You will recall too that during the last half of January, two and sometimes three men were tied up on memos on wire tapping which we were told were most expedite. [redacted] and [redacted] worked primarily on these and were assisted to some extent by [redacted].

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b7C

Mr. [redacted] has been tied up practically full-time on the Law Enforcement Bulletin and Mr. Suttler and Kemper have been loaded down with other projects.

b6  
b7C

When the Colonial Review article came in it was assigned to Mr. [redacted] who made every effort to get out this article but it was necessary to continue to assign him other projects of an even more urgent nature which had positive dead lines to meet. When it became evident that Mr. [redacted] could not get to this particular article it was assigned to Mr. [redacted] even though he at the time was working on the 12,000 word law review article for the Syracuse Law Review Journal, a stupendous project which was wanted by a specific time. In order to get the Colonial Review article out, Mr. [redacted] worked on it in its entirety at night at home and it was time sent through for your attention this past Monday.

b6  
b7C

I attribute the delay in the preparation of this article to the fact that we just have not had enough manpower in this section to take care of all the projects we have been attempting to carry out.

MAJ:HCW

Tolson's Note: "I suggest Clegg re-survey this section to determine whether additional personnel is needed." /s/ Tolson

Director's Note: "Yes & promptly. I have continually used Nichols to get additional staff." /s/ H.

OFFICE MEMORANDUM-----UNITED STATES GOVERNMENT

MAJ:mb

TO : MR. NICHOLS

DATE: March 20, 1950

FROM : M. A. JONES

SUBJECT:

Reference is made to Mr. Tolson's inquiry concerning the handling of the letter from [REDACTED], The Park Sheraton Hotel, New York 19, New York:

b6  
b7C

It appears that this letter was received in this Section along with other mail. In stamping it in, one of the Front Office girls apparently through an inadvertence put it in with the inactive material in my initial box. Accordingly, it was not routed to the correspondence supervisors as it should have been. It has been impossible to ascertain which employee was responsible for misrouting this material though I have again cautioned all of them in this regard.

While I have no independent recollection of this particular letter, I apparently sent it on out of the Section under the impression that it was a form. While I have no explanation for how this happened I do wish to mention, as you know, during the entire time last week I had to read with only one eye even though this at times gave me a terrific headache. Frankly I tried to read as little as I could and probably did not go over this particular letter too carefully and assumed that it was a form.

I regret that this incident occurred and you may be sure that every effort will be made to avoid a similar incident in the future.

2C  
12 MAR 21 1950



United States Department of Justice  
Federal Bureau of Investigation  
Washington, D. C.



Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~MONEY ORDER~~) the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Chief Clerk of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name  Relationship  Date 3/28/50  
Address RT 1, Box 438, Annandale, VA

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name  Relationship  Date 4/23/50  
Address RT 1, Box 438, Annandale, VA

Very truly yours,

*Milton A. Jones*  
Special Agent

MAR 30 1950

75

Mr. Milton A. Jones  
Federal Bureau of Investigation  
U. S. Department of Justice

*Crime Records*

March 6, 1950

MEMORANDUM FOR MR. XGLAVIN

Re: Frank F. X Meech  
Special Agent  
Crime Statistics Section

*Chief Clerk's Office*

I have reviewed the material submitted in connection with the Excellent efficiency rating afforded Mr. Meech on February 3, 1950 by Mr. Nichols in spite of the fact that Mr. Meech was sent a letter of censure on October 20, 1949 for his improper review of the September 1949 issue of the FBI Law Enforcement Bulletin. There are two aspects to this affair which I would like to call to your specific attention.

I have been advised that Mr. Meech's efficiency rating of Excellent was received in the Administrative Division and was inadvertently referred to the IBM Section for the preparation of a notice to Mr. Meech of his Excellent rating and the notice in fact went to Mr. Meech on February 15, 1950. The IBM Section made no notation on the efficiency report that the notice had been sent to Mr. Meech. Subsequently on February 28, 1950, Mr. H. L. Edwards in a memorandum to you called attention to the letter of censure to Mr. Meech and recommended that Mr. Meech's efficiency rating be reduced from Excellent to Very Good. I have today addressed a communication to Mr. Nichols advising him that I am approving this recommendation and instructing Mr. Nichols to afford greater care in the preparation of efficiency ratings in the future.

I desire that you immediately determine the facts surrounding the improper handling of Mr. Meech's efficiency rating. The previous notice that was sent to Mr. Meech advising him of the Excellent rating should be recalled and he should be furnished with a proper notice of his rating of Very Good. I wish to be advised when this has been done.

I also note that Mr. Nichols prepared a memorandum dated October 17, 1949 concerning the improper review of the September 1949 issue of the FBI Law Enforcement Bulletin. Mr. Nichols set forth in this memorandum the various individuals who had reviewed the Bulletin and I instructed that Mr. Kemper was to be censured and placed on probation and that all others who reviewed the September issue of the Bulletin were to be censured and their dereliction was to be reflected in their next efficiency rating. It appears, however, that my instructions were disregarded and letters of censure were only sent to Messrs. Nichols, McGuire, Wones, Kemper and Meech in spite of the fact that numerous other Bureau officials reviewed that issue of the Bulletin.

MAILED 2  
MAR 6 1950  
COMM

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Tele. Room  
Nease  
Gandy

JPM:DW

601-111

*V. JPM*

80001-1179

I desire that you immediately submit an explanation as to why my instructions were not fully complied with in this instance.

Very truly yours,

J. Edgar Hoover  
John Edgar Hoover  
Director

April 7, 1950

MEMORANDUM FOR MR. NICHOLS

With regard to the letter of April 5, 1950, from the Director concerning the physical examination afforded me on March 9, 1950, I wish to advise, ~~that~~ as a matter of record, that the ulcer in my right eye is now practically healed though I still have to see the Doctor again on it next week. I am advised that no permanent injury will result to my eye since the scar which will remain is not over the opening.

MAJ:hcw

M. A. Jones

13 APR 22 1950

67-109106-181
Searched _____
Numbered <u>25</u>
Filed <u>65</u>
6 APR 18 1950
FEDERAL BUREAU OF INVESTIGATION

*[Handwritten signature]*

April 5, 1950

~~PERSONAL AND CONFIDENTIAL~~

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on March 9, 1950.

This report reflects that you have an ulcer in the cornea of the right eye, which the examiner states is presently under treatment. He made no additional recommendations in this regard other than continued observation and treatment.

The electrocardiogram afforded you in this connection was within normal limits and there has been no change in the tracing as compared with your study of 1948.

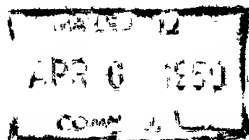
The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of performing strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

John Edgar Hoover  
Director

CC-Mr. L. B. Nichols  
HLE:cmn

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



12  
APR 5 1963  
RECEIVED ROOM NO. 100  
F. B. I.  
U. S. DEPT. OF JUSTICE  
JAN 21 PM '63



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: May 12, 1950

FROM : Mr. Jones

SUBJECT:

b6  
b7C

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	<input checked="" type="checkbox"/>
Mr. Rosen	
Mr. Tracy	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Mohr	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Gandy	

*Crime Records*

With regard to the attached letter of May 8 from Mr. [redacted] of the Laymens National Committee in New York you inquired as to why his prior letter was not answered. While it has been impossible to recall the circumstances of this matter, obviously his letter of March 14 should have been answered. This was a miss in this section and I regret exceedingly that it occurred.

b6  
b7C

There is attached an acknowledgement to Mr. [redacted]

*This is very bad -  
Place in Mr. m a Jones  
personnel file*

MAJ:hew

*57 JUN 15 1950*

*100-109106-182*

Searched	_____
Numbered	36
Filed	48
MAY 17 1950	
FEDERAL BUREAU OF INVESTIGATION	

*P-8*  
RECORDS SECTION

*MAY 5 1950 4:20*  
FBI  
RECEIVED

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols  
 FROM : M. A. [redacted]  
 SUBJECT: DR. [redacted]

DATE: May 8, 1950

b6  
b7C

[redacted] Zions Herald  
 Boston, Massachusetts

Mr. Tolson  
 Mr. E. A. Tamm  
 Mr. Clegg  
 Mr. Glavin  
 Mr. Ladd  
 Mr. Nichols  
 Mr. Rosen  
 Mr. Tracy  
 Mr. Egan  
 Mr. Gurnea  
 Mr. Harbo  
 Mr. Mohr  
 Mr. Pennington  
 Mr. Quinn Tamm  
 Tele. Room  
 Mr. Nease  
 Miss Gandy

I. PURPOSE

## CRIME RECORDS

The Director has asked for an explanation as to why an article requested by Dr. [redacted] in December of 1949 was not supplied until May of 1950.

b6  
b7Cb6  
b7CII. EXPLANATION

Dr. [redacted] is the [redacted] of the Zions Herald, an independent Methodist weekly published in Boston, Massachusetts. He is a friend and former classmate of Supervisor W. C. Sullivan of our headquarters staff.

b6  
b7C

On December 14, 1949, Mr. Sullivan received a letter from Dr. [redacted] who said he would appreciate suggestions developing the angle of the place of religious education in developing a responsible citizenship.

b6  
b7C

The Director by letter dated December 21, 1949, wrote to Dr. [redacted] pointing out that Mr. Sullivan had called to the Director's attention Dr. [redacted] desire for material on the crime problem. The Director in his letter stated in part, "I will give careful thought to your suggestions in an endeavor to develop material which will meet the needs outlined by you."

b6  
b7C

On January 3, 1950, Dr. [redacted] replied by letter to the Director and said that he would appreciate receiving material which could be utilized by the Church Press and that if the Director had any material dealing with religious education, etc., Dr. [redacted] would be happy to have it.

The Director by letter dated January 10, 1950, replied to Dr. [redacted] and in part stated, "In the event material of the type which you mention should be available for distribution by the FBI at a future date, it will be a pleasure to forward it to you."

b6  
b7C

By letter dated May 5, 1950, the Director enclosed an article entitled "The Church and Crime" for Dr. [redacted] use.

b6  
b7CIII. OBSERVATIONS

1. In the exchange of correspondence between the

FLC:mp

may 10 1950  
 [signature]

MAY 10 1950

Memo to the Director

May 8, 1950

*In future I want no such  
divisive philosophy in our  
letters. This is not a request.*

Director and Dr. [ ] at no time was Dr. [ ] advised that material would be forwarded to him by a specific date. The wording of the Director's letters were designed in such a way to allow us, when time permitted, to prepare an article for him instead of sending the usual material on crime and delinquency which we make available to the public from time to time.

b6  
b7C

2. During the first few months of 1950 we have been short of personnel in this section due to the transfer of Special Agent Crosby to assume the post of ASAC at San Juan and Mr. Holloman's transfer from this section to your office.

*Carline sufficient personnel now. H.*

3. During the first few months of 1950 we were faced with a number of expedite matters and were, of course, under the continuing obligation of taking appropriate action on current matters. Because no deadline was set in connection with Dr. [ ] request, we frankly treated it as a matter which could be handled after we had handled the volume of other matters of a more urgent and pressing nature.

b6  
b7C

*This is most unsatisfactory.*

*The explanation  
certainly does not  
justify a delay from  
January to May*

5-9

←

*I should say  
so. What other  
matters are there  
in Nichols office  
"gathering moss"?  
It would seem  
to me a simple  
card index could  
be established to  
show just what  
is pending &  
when assigned.*

July 21, 1950

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Sir:

The Bureau has given careful consideration to the explanation submitted for the unreasonable delay on the part of a Special Agent Supervisor in the Crime Records Section in acknowledging a communication received from Raymond R. Murphy of Charleston, West Virginia. You certainly realize the importance of handling such matters promptly in order to preserve and foster the good will which the Bureau has built up with considerable effort and over a long period of time.

Such breakdowns in the Bureau's operations are most serious and it is expected that you will exercise the utmost alertness at all times in order to make sure that the personnel under your supervision are handling their assignments promptly and efficiently. It is expected that by doing this you will prevent any further delinquencies of this nature.

Very truly yours,

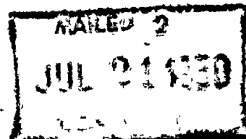
J. Edgar Hoover

John Edgar Hoover  
Director

CC: Mr. Nichols (PERSONAL AND UNCLASSIFIED)

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

WIC:dfs



RECEIVED - DIRECTOR  
F B I  
U. S. DEPT. OF JUSTICE  
JUL 24 11 01 AM '50  
RECEIVED READING ROOM  
F B I  
U. S. DEPT. OF JUSTICE

September 20, 1950

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Sir:

The Bureau's attention has been called to the fact that on August 25, 1950, a letter was directed to James F. Malone, Director of Public Safety, Philadelphia, Pennsylvania, when the letter should have been directed to Mr. Samuel Rosenberg.

It has been ascertained that the error was primarily the result of a faulty mailing list since the card listing Mr. Malone's name and describing him as Director of Public Safety, Philadelphia, Pennsylvania, was not removed as it should have been when the name of his successor, Mr. Samuel Rosenberg, was included therein.

Although it is understood that this matter has been called to the attention of the employees in the Crime Records Section, it is your responsibility to insure that this mailing list is kept in a current and accurate condition at all times. It is expected you will see to it that this is done in the future.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

CC: Mrs. Nichols (P&C)  
SEP 20 1950

JEE:dfs

MAILED 12  
SEP 20 1950

SEP 20 12 27 PM '50  
RECEIVED READING ROOM  
F B I  
U. S. DEPT OF JUSTICE

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Nichols \_\_\_\_\_  
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Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Mr. Nichols

August 29, 1950

F. C. Holloman

LETTER TO THE HONORABLE  
SAMUEL ROSENBERG  
Director of Public Safety  
Philadelphia, Pennsylvania

M.A. JONES

ASAC Hinze of the Philadelphia office called and advised he had just received in the mails a copy of a letter which the Bureau had directed on August 25, 1950, to the Director of Public Safety, Philadelphia, Pennsylvania, in answer to a letter dated August 14, 1950. Mr. Hinze advised the Bureau letter was directed to Mr. [redacted] whereas the letter should have been addressed to Mr. [redacted]. Mr. Hinze advised that he felt there must be some explanation for this matter and requested a check be made to determine why this error had occurred.

b6  
b7C

There is attached herewith for your information a memorandum prepared by the Crime Records Section explaining this matter.

I later called ASAC Hinze in Philadelphia and explained to him that the letter from [redacted] was prepared on the letterhead of the [redacted] which reflected that [redacted] was [redacted] and the signature on this letter was illegible and the letter had erroneously been directed to [redacted] rather than to Mr. [redacted]. Mr. Hinze was instructed to immediately contact Mr. [redacted] and point out this error to him and explain that the Bureau regretted this mistake had been made.

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Later in the day Mr. Hinze called and advised the writer he had talked to Mr. [redacted] who was completely amiable and regarded the matter most lightly and handed to Mr. Hinze the original of the letter which had been directed to [redacted]. Mr. [redacted] acknowledged the fact that his signature was illegible and that he had written on the letterhead showing [redacted] was [redacted] and stated he could very easily understand how this error could have occurred. Mr. Hinze stated that Mr. [redacted] took the matter very lightly and was completely satisfied. Mr. Hinze requested that a corrected original of the letter be directed to the Philadelphia office for personal delivery to Mr. [redacted]. Mr. Hinze felt this matter had been handled to the complete satisfaction of Mr. [redacted].

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b7C

For your information, Mr. [redacted] is the retired [redacted] in Philadelphia and is now living some place in New Jersey.

b6  
b7C

There is attached herewith a letter to the Philadelphia office instructing them to deliver the corrected original of the letter to Mr. [redacted] to him immediately.

b6  
b7C

Attachment

FCH:mrh

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
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Mohr \_\_\_\_\_  
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Nease \_\_\_\_\_  
Candy \_\_\_\_\_

## OFFICE MEMORANDUM . UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: July 17, 1950

FROM : ) M. A. JONES

SUBJECT:

The following is submitted concerning the handling of the letter from [redacted] The Charleston Gazette, dated June 30, 1950, which was received in this section at 5:14 P.M. on July 3, 1950:

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The letter was routed to Special Agent R. F. I. O'Keefe, who handles one of the correspondence desks. In view of the fact a newspaperman was involved, Mr. O'Keefe felt that we should attempt to be of all possible assistance in the event there was any information which could be safely furnished either directly or through the Field. Through his clerk, [redacted], a complete check was requested on all files which might possibly be of assistance. When the files came down and were reviewed it was found that nothing of interest was contained therein. At this point Mr. [redacted] made appropriate contact in Ident. Mr. O'Keefe went to the Supervisors Training Course on the 7th and at this time they were still waiting for possible helpful information from Ident. Agent [redacted] handled the correspondence desk during Mr. O'Keefe's absence and states that he did not handle this particular letter since the results of the Ident check had not been received.

b6  
b7C

When O'Keefe returned to his desk on Monday, July 10, through an inadvertence, he completely overlooked this particular letter in his cabinet and it did not come to his attention again until late in the afternoon of July 12. Agent O'Keefe realized the seriousness of this particular matter and in explanation stated that it was a pure oversight on his part and that he felt this particular letter, which still had files attached, was something on which his clerk was working.

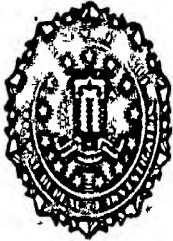
While such an oversight on O'Keefe's part is inexcusable, I do want to mention that he is the newest supervisor in Crime Records and has had only limited experience thus far on correspondence matters.

RECOMMENDATION:

It is recommended that Agent O'Keefe be censured for his failure to give this matter the necessary attention.

MAJ:mab

NICHOLS' NOTATION: "Likewise Mr. Jones should be censured as he is responsible." N.  
TOLSON'S NOTATION: "Yes." T.  
DIRECTOR'S NOTATION: "I agree but do try to avoid such breakdowns; censures alone don't accomplish it. Here must be real alertness at all times." H.



United States Department of Justice  
Federal Bureau of Investigation  
Washington, D. C.



Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~MONETARY ORDER~~) the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Chief Clerk of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name  Relationship  Date 8/10/50  
Address Rt 1, Box 438 Annandale, VA

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name  Relationship  Date 8/10/50  
Address Route 1, Box 438 Annandale, VA

ack  
AUG 22 1950

Very truly yours,

*Milton A. Jones*  
Special Agent

b6  
b7C



Mr. Milton A. Jones

Federal Bureau of Investigation

U. S. Department of Justice

*Div 4*

October 25, 1950

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Sir:

The facts concerning your recent approval of two erroneously prepared letters addressed to newly elected officials of the International Association of Chiefs of Police have been noted.

The Bureau is concerned to learn that having discovered an error in one of these communications you took no further steps to check the accuracy of the other communications. It was your responsibility to be sure that these letters were properly addressed and bore the correct title of the individual to whom they were being transmitted. In this instance you failed to exercise good judgment by not carefully examining each of these communications when the first error was discovered.

Accordingly you are being placed on probation immediately. It is expected that it will not be necessary to bring a matter such as this to your attention in the future or more severe administrative action may result.

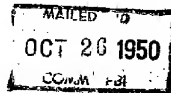
Very truly yours,

J. Edgar Hoover

Director

CC: Mr. Nichols (P&C)  
Wackerman  
Hoverson  
Leave

HVK:dfs



Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RECEIVED  
U.S. DEPT. OF JUSTICE  
OCT 26 1950  
10 4106-186  
63

*Wm. J. Jones*  
*2nd*

Mr. L. D. Nichols

October 25, 1950

Director, FBI

MILTON A. JONES

b6  
b7C

~~CONFIDENTIAL~~

Enclosed for your information and for  
delivery to the captioned employees are letters of  
censure in connection with the recent erroneously  
prepared letters addressed to officers of the  
International Association of Chiefs of Police.

Enclosures

HVK:dfs

8 NOV 15 1950

107-189

RECEIVED - DIRECTOR  
F B I  
U.S. DEPT. OF JUSTICE  
OCT 25 5 22 PM '50

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
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Harbo \_\_\_\_\_  
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Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

OCT 25 1950

U.S. DEPT. OF JUSTICE  
F B I

les

MR. NICHOLS

November 10, 1950

DIRECTOR, FBI

PERSONAL AND  
CONFIDENTIAL

SA HILTON A. JONES

SA [REDACTED]  
[REDACTED]  
[REDACTED]

b6  
b7c

There are enclosed for delivery to the captioned employees letters of caution resulting from the erroneous preparation and approval of a duplicate letter of acknowledgment dated November 2, 1950, to Mr. [REDACTED]

b6  
b7c

[REDACTED] Baltimore and Ohio Railroad, Elizabeth, New Jersey. Copies of these letters are also enclosed for your information.

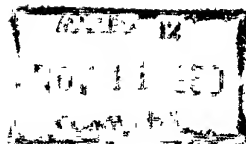
*HC*  
HIC:gt

Enclosures *AB*

2 DEC 11 1950  
*10711-188*  
*37-✓*

RECEIVED NOV 13 10 20 AM '50  
U.S. DEPT. OF JUSTICE  
FBI  
NOV 13 10 20 AM '50  
U.S. DEPT. OF JUSTICE  
FBI

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
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Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



*ma*  
*Proe*  
*je*

November 10, 1950

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Sir:

It has come to the attention of the Bureau that on a recent occasion you reviewed and approved an outgoing letter to the District Passenger Representative, Baltimore and Ohio Railroad, Elizabeth, New Jersey, acknowledging a communication requesting arrangement for certain tours at which time you apparently failed to note the fact that the incoming letter had already been acknowledged. Had you exercised the necessary care in examining the correspondence, it would have been apparent to you that the letter which you approved was a duplicate.

Accordingly, it is desired to caution you to handle such matters with greater thoroughness and attention to detail in order that there may be no further such mistakes chargeable to you.

Very truly yours,

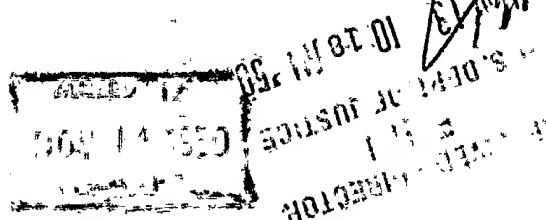
J. Edgar Hoover

John Edgar Hoover  
Director

CC: Mr. Nichols (CONFIDENTIAL)

JIC:gt

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



RECEIVED  
FBI  
NOV 10 6 14 PM '50

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: October 18, 1950

FROM : L. B. NICHOLS

SUBJECT: ERRORS IN IACP LETTERS

Crime Records

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Belmont  
Mohr  
Tele. Room  
Nease  
Gandy

The Director's memorandum of October 16, 1950, concerning the incident wherein two letters were sent through for signature addressed to Mr. [redacted], and Mr. [redacted], congratulating both on their election as [redacted], is thoroughly justified. To me this is one of the most embarrassing situations which has ever come out of my Division and the facts disclose a comedy of errors which would be humorous were they not so tragic.

b6  
b7C

For ready reference I am setting forth a brief summary of exactly what happened and then setting forth the specific participation of each and recommendations:

Mr. Clegg's memorandum of October 12, 1950, setting forth that [redacted] was sent to Mr. Jones' office on October 13, for the letters to be prepared. Somehow the memorandum had first gotten to Mr. Rosen, who had taken action on the resolution recommending an amendment to the Unlawful Flight to Avoid Prosecution statute. On Monday I had one of the girls in my office check Mr. Jones on the status of the letters and tell him we wanted them in a hurry. This precipitated the mistake according to the explanations which I have received. When Mr. Clegg's memorandum was received by Mr. Jones he assigned it to D. D. Connors who is on the correspondence desk. Connors gave the letters to Miss [redacted] a stenographer, shortly after 9:00 A. M. on Monday October 16. He states that he thought Miss [redacted] would be able to handle them under the date of October 16. When I initiated the inquiry Connors then checked with Miss [redacted] and found there were three letters remaining to be written, including the letters to [redacted] and [redacted]. In order to expedite the matter Connors asked Mrs. [redacted] the stenographic supervisor, to assign two other girls to do one letter each. Mrs. [redacted] went to Miss [redacted] room to secure the information, including the names and addresses on the incoming memorandum. Upon returning to her desk she called Miss [redacted] in order to ascertain the offices to which [redacted] and [redacted] had been elected, and in her explanation Mrs. [redacted] states "I checked and rechecked with her [redacted] in order to make sure they were correct." Mrs. [redacted] submits her notes which show the office of [redacted] under the name of [redacted] and [redacted] under the name of [redacted]. This, of course, is reversed. Mrs. [redacted] then wrote the letter to [redacted] and assigned to Mrs. [redacted] the letter to [redacted].

b6  
b7Cb6  
b7Cb6  
b7C

Miss [redacted] states that Mrs. [redacted] came to her desk, obtained the names and addresses and a few minutes later Mrs. [redacted] called

b6  
b7C

LBN:LH

her to ask the offices to which [ ] and [ ] had been elected. Miss [ ] states that she is "fairly certain that she gave her the information as it appears on the incoming," as Mrs. [ ] asked her to repeat it twice. Miss [ ] had the incoming in her hand at the time. Mrs. [ ] states that Mrs. [ ] gave her [ ] name and address and told her that [ ] was elected [ ]

b6  
b7C

Connors was at lunch when the letters were finished and did not see them. He states the letters were his responsibility and he, of course, should have made it his business to have proofread them. The letters went to Mr. Jones' desk. Mr. Jones saw that [ ] was incorrectly being congratulated upon his election at the office of [ ]. Jones sent the [ ] letter back to be corrected and to show the proper office to which he was elected. Mr. Jones says he overlooked the [ ] letter. The letters were then sent to my office. I initialled them, read them hurriedly and carelessly and did not detect the mistake. I should have as I know better. The letters were then reviewed in the Reading Room by [ ]. She missed them. The following refers to the specific individuals involved:

b6  
b7C

1. DONALD DENNIS CONNORS, JR  
EOD 12-9-46  
GS-11, \$5600.00  
Office of Preference - Phoenix, Arizona

Agent Connors is the supervisor who had the primary responsibility for the LACP letters. Connors handled these letters perfunctorily. He gave them to Miss [ ] shortly after 9:00 O'Clock. He did not follow through on getting them out. It was necessary for my office to make inquiry about them. While I am not concerned about his going to lunch, he should have seen that the letters were taken care of promptly. Then when it was necessary to expedite the letters he calls Mrs. [ ] and has her get the names, titles and everything. If he did not recognize the importance of the letters to begin with he should have recognized their importance when we started calling for them. I see no mitigation in any way, shape or form. Connors was assigned to the Field Office from October 1, 1948, until his transfer to Crime Records on April 26, 1950. Connors had an excellent rating in the Field Office. He was commended on March 15, 1950, for his work in the Alger Hiss case. Mr. Jones gave Connors an excellent rating on June 26, 1950. Since his assignment in the Crime Records Section his record has been good and no disciplinary action has been taken against him.

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b6  
b7C

Recommendation: I recommend that Connors be transferred back to the Washington Field Office where he has a good

Let's  
turn  
sup 10/20  
10/20  
9 agree  
10719  
←

record. I have talked to Connors about my recommendation. I have censured him orally. He will know why he is being transferred and if my recommendation is approved I see no need to take other action.

2. MISS [redacted]  
EOD 11-29-48  
GS-3 \$2730.00  
Stenographic grade June 1950 85%  
Typing 93%  
Office of Preference - Denver and  
Washington, D. C.

b6  
b7C

Miss [redacted] was given a good efficiency rating on March 5, 1950, by Mr. Jones. At that time Mr. Jones stated she makes quite a few errors which are attributed to her inexperience. She was assigned to Crime Records Section on February 5, 1950 as a stenographer. Miss [redacted] has a good background. She is mature and her file reflects that she has a record of reliability. Miss [redacted] was initially assigned the letters to do. There is a conflict between the statements of Miss [redacted] and Mrs. [redacted]. Miss [redacted] states that she had Mr. Clegg's memorandum in front of her when she gave Mrs. [redacted] the offices to which Murray and Benson were elected. Mrs. [redacted] on the other hand, wrote down the office of [redacted] for [redacted] and [redacted] for [redacted]. In Mr. Clegg's memorandum [redacted] name as [redacted] appears first followed by [redacted] name as [redacted]. It is difficult for me to understand how Miss [redacted] could have reversed the order of the offices. I would be inclined to the view that every indication would be that she furnished the information correctly.

b6  
b7C

b6  
b7C

Let's  
turn  
sup 10/20  
10/20  
9 agree  
10719  
←

Recommendation: I recommend that a letter be directed to Miss [redacted] of caution pointing out the necessity of being more careful in the future.

b6  
b7C

3. MRS. [redacted]  
EOD 9-15-47  
Assigned supervising stenographer,  
Crime Records Section  
GS-4 \$2955.00  
Stenographic grade July 1949, 90%  
Typing June 1950 97%

Mrs. [redacted] received an efficiency rating of excellent on March 31, 1950. She is mature, has an excellent educational background, and she has been the supervising

b6  
b7C



stenographer since August 22, 1949. Her record in the Bureau has been very good. There is a conflict between the version of Mrs. [ ] statement and that of Miss [ ]. Mrs. [ ] states that she called Miss [ ] to ascertain the offices to which [ ] and [ ] were elected and submits her notes showing that she had written down [ ] for the office of [ ] and [ ] for the office of [ ]. I have already indicated that I was inclined to the belief that Miss [ ] furnished the information correctly as she had Mr. Clegg's memorandum in front of her. In placing this responsibility on Mrs. [ ] I also have taken into consideration another factor. She went to Miss [ ] room to secure the information. Apparently she forgot to get the information on the offices to which [ ] and [ ] were elected as she called Miss [ ] on the telephone. I think this factor is an indication that she was not paying attention to detail. I think it is her responsibility for not having gotten the offices correct.

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b7C

b6  
b7C

Recommendation:

I recommend that Mrs. [ ] be removed as the supervising stenographer and reduced from GS-4 \$2955.00 to GS-3 \$2890.00 and placed on probation.

I suggest letter yes.

b6  
b7C

4. MRS. [ ]

EOD 11-14-49

GS-3 \$2650.00

Assigned Crime Records Section 6-25-50

Stenographic grade July 11, 1950, 92%

Typing June 1950 99%

of censure only H.

10719

b6  
b7C

Mrs. [ ] is mature, has an excellent educational background and received a very good efficiency rating when she was transferred from the Files Section to Mr. Jones' office on June 25, 1950. Mrs. [ ] received the letter from Mrs. [ ]. She did what she was told to do.

Recommendation:

I do not consider Mrs. [ ] responsible in this matter and recommend no action.

I concur. H.

b6  
b7C

5. M. A. JONES

Mr. Jones reviewed the letters after they were typed. He detected an error in the [ ] letter congratulating him on his election to the office of [ ] and had this changed. He overlooked the [ ] letter. Having found one mistake Mr. Jones was put on notice and should have checked the other letters. I hold Mr. Jones fully accountable for this and I am making recommendations in a separate memorandum.

b6  
b7C

6. MRS. [REDACTED]  
EOD 9-18-39  
Assigned supervisor Reading Room  
GS-6 \$3950.00

b6  
b7c

Mrs. [REDACTED] is one of the most reliable and dependable of all the employees in the Bureau. How she could have reviewed these letters and missed the errors is something which is difficult for me to understand. She has no explanation for this other than for the fact that during the time she was reading the letters she had many interruptions. Mrs. [REDACTED] feels very keenly about the incident. I have talked to her personally and the circumstances, bearing in mind her record for industry and the long record of confidence, I recommend no further action for her.

b6  
b7c

7. L. B. NICHOLS

I suggest letter of censure  
2/25/40

I reviewed these letters and initialled them. I should have sense enough to have known better. There is no excuse, explanation or justification for my dereliction.

Recommendation: I should be censured.

I have already done this.  
L.

# Office Memorandum • UNITED STATES GOVERNMENT

TO : L. B. Nichols *HL 24-4000*

FROM : M. A. *Crime Records*

SUBJECT: LETTERS OF CONGRATULATIONS TO NEWLY ELECTED  
FACP OFFICERS

DATE: October 16, 1950

b6  
b7C

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Mohr	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Gandy	

With reference to the error on the [ ] letters  
I am attaching a memorandum from Special Agent D. D. Connors  
who handled the letters and memoranda from the stenographers  
who were in any way involved.

I think the stenographers are most sincere in their  
statements, and it is a question of the memory of Miss [ ] and  
Mrs. [ ] in recalling just what happened.

b6  
b7C

Obviously Mr. Connors should have seen to it that the  
letters were prepared properly, and I should have caught the mistake  
myself. I did note that the [ ] letter was inaccurate and had it  
retyped to reflect him as [ ] I overlooked, however, the  
Murray letter.

b6  
b7C

The letters have been reviewed again, and you can be sure  
that they are now accurate.

-RECORDED-

80004-526

63

MAJ:mus

You will recall that General Benitez was formerly the Chief of the Cuban National Police and was entertained by you when he was in Washington in 1942.

UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: November 9, 1950

FROM : M. A. Jones

SUBJECT: WIRE FROM GENERAL MANUEL BENITEZ

Tolson ☒  
Ladd ☒  
Clegg ☒  
Glavin ☒  
Nichols ☒  
Rosen ☒  
Tracy ☒  
Harbo ☒  
Belmont ☒  
Mohr ☒  
Tele. Room ☒  
Nease ☒  
Gandy ☒

The following is submitted concerning the handling of the above mentioned wire:

The wire was stamped into the Director's office at 11:07 A.M., November 2. Thereafter it was received in Mr. Tolson's office at 12:45 P.M. on the same date and in Mr. Ladd's office at 2:06 P.M., November 2. It was received in your office at 4:04 P.M. on November 2 and was stamped into the Crime Records Section at 8:45 A.M. on November 3.

The wire was routed to Supervisor D. D. Connors for appropriate attention. Since the wire did not contain an address, Mr. Connors checked available sources in the Crime Records Section without success. The Records Section was contacted shortly after 10:00 A.M. on the 3rd and a request made for files on this individual so that Mr. Connors could get the background on him and also ascertain an address. Some files were received around 1:00 P.M. on the 3rd but these did not contain the desired information. Other files arrived around 4:00 P.M. These were reviewed but did not contain the data desired.

Thereafter on the afternoon of the 3rd, Mr. Connors called for the Havana directory. He found Benitez's name in this directory but the address was abbreviated and meaningless to Agent Connors. Right at the end of the day he attempted to locate several Spanish-speaking Agents without success.

On the morning of the 4th, Mr. Connors contacted two Spanish-speaking Agents but they could throw no light on the meaning of the abbreviation. The Library of Congress was thereafter called and a clarification received on the late morning of the 4th. A letter was thereafter dictated, typed up the early afternoon of the 4th, and sent thereafter to your office.

The 5th was, of course, Sunday and the letter bearing the date of the 6th was sent from your office to Mr. Tolson's office on the early morning of the 6th.

MAJ:mcq

all of the above shows  
very little ingenuity.

Agst Connors has resigned

The answer could have gone to him as Congressman - Habana Cuba.

67-109166-190

5 JAN 19 1951

FEDERAL BUREAU OF INVESTIGATION

RECORDS SECTION

Iron on  
originally  
handled

1. Agency and organizational designations <b>DEPARTMENT OF JUSTICE</b>	2. Pay roll period 	3. Block No. 	4. Slip No. <b>1234</b>
5. Employee's name <b>MR. JAMES A. JONES</b>	6. Grade and salary <b>GA GS 14 \$2000</b>		

**PAY ROLL CHANGE DATA**

	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX	BOND	NET PAY
7. Previous normal							
8. New normal							
9. Pay this period							

10. Remarks:	11. Appropriation(s) 	12. Prepared by  13. Audited by
--------------	--------------------------	---------------------------------------

<input checked="" type="checkbox"/> Periodic step increase <input checked="" type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step increase				
14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. <del>Signature of employee</del> <b>1-3-51</b> (b) _____ (SIGNATURE OR OTHER AUTHENTICATION)
<b>1-7-51</b>	<b>7-1-49</b>	<b>\$2000</b>	<b>\$2000</b>	19. Suspens date <b>1-3-51</b>

20. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s): _____	(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.
<input checked="" type="checkbox"/> No excess LWOP.    Total excess LWOP _____	

STANDARD FORM NO. 11264  
 Form prescribed by Comp. Gen., U. S.  
 Feb. 3, 1950, General Regulations No. 102

**PAY ROLL CHANGE SLIP—PERSONNEL COPY**

copy-cjh

OFFICE OF ORIGIN ————— UNITED STATES GOVERNMENT

DATE: December 2, 1950

To : Mr. Tolson

From : L. B. Nichols

Subject:

Last week's overtime reports for the Records and Communications Division will note that Mr. A. Jones averaged 5 hours and 7 minutes overtime during that week and E. C. Kemper averaged 5 hours and 41 minutes. They, of course, are working on a special on the Lowenthal book. The over-all average was 2 hours and 43 minutes. I have told Jones and Kemper that they have got to slow up; that the work can be spread around a little more.

LEN:mcq

37  
18 MAR 5 1951

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Mr. Nichols

**DATE:** *November 4, 1950*

FROM : Mr. J. J. G. S.

**SUBJECT:**

b6  
b7C

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

The following is submitted concerning the handling of a letter to Mr. [redacted] of the Baltimore and Ohio Railroad:

The incoming letter of October 27 was put on record prior to being received in Crime Records. In other words, the file number was on the letter when it arrived in this section. We recently had approved a form to be used in acknowledging routine tour letters to travel agencies. In the spring we at times get three or four letters from the same agency each day. This was the first use of this particular form.

b6  
b7C

In the first place, Miss [redacted] who handles form letters was negligent in not noting this particular piece of mail had already been put on record and accordingly should not have put on the stamp reading "Do Not File - Return to 4236." The whole difficulty would have been avoided if this stamp had not been placed on this particular piece of mail because this piece of mail would not have been returned to this section. A memo from Miss [redacted] is attached.

b6  
b7C

Special Agent Connors, it is felt, had the primary responsibility of noting that action had already been taken. A memo from him is attached.

Miss [redacted] it seems, should have noted the error. A memo from her is attached.

b6  
b7C

Special Agent [redacted] initialled the particular communication in my absence and a memo from him is attached.

I was in your office at the time and initialled this particular communication for you. It was the type of letter we heretofore had been acknowledging by typed communication. I noted that the incoming bore a file number but failed to note the other stamps. This was a miss all around and it is felt that all involved, including the writer are subject to censure and I so recommend.

b6  
b7c

b6  
b7C

MAJ:hcw

**ADDENDUM, JJM:FML, 11/4/50:**

This was properly handled in the Records Section as tour mail is recorded and kept on file. JJM

1. Miss [redacted]  
2. Special Agent E. B. Connor  
3. Miss [redacted]  
4. Special Agent [redacted]  
5. " " M. A. Jones  
The Records Section as your mail is [redacted]  
Jfk 11/5/50



**OFFICE MEMORANDUM • UNITED STATES GOVERNMENT**

TO : MR. TOLSON  
FROM : L. B. NICHOLS

DATE: October 18, 1950

SUBJECT: MILTON A. JONES

EOD 2-6-39

Assigned Chief Crime Records Section

March 1, 1944; GS-14 \$8800.00

Office of Preference, Washington, D. C.

3-2-1  
Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin  
Harbo  
Rosen  
Tracy  
Mohr  
Winterrowd  
Tele. Room  
Holloman  
Gandy

A separate memorandum recounting the fiasco in the handling of the congratulatory letters to the officers of IACP has stated that I feel Mr. Jones was fundamentally responsible, not only as the head of the Section, but since he had reviewed the letters and found an error in one of the letters, he should have followed through and rechecked the other letters.

Mr. Jones has been in charge of the Crime Records Section for more than six years. He knows better and there is no excuse for his not having followed through on this. He knew that the IACP Convention was in session and that it closed on Thursday. He knows that we always send letters of congratulation. He should have taken the initiative to have checked with Mr. Clegg's office or my office on Thursday of that week and to have gotten the list of the officers elected to the different offices and then to have gotten the letters out. It should not have been necessary for my office to have had to check with him.

I have given considerable consideration to recommending Mr. Jones' removal. I have come to the conclusion; however, that the soundest recommendation at this time is to put Mr. Jones on probation, reduce him from GS-14 \$8800.00 to GS-13 \$8600.00 and give him another chance. I have gone into this matter in detail with Mr. Jones. He knows exactly what my feelings are. He assures me that if given another chance he will see to it that there will not be a repetition.

Mr. Jones' brief is attached.

DEN:LE  
Attachment

RECORDED

YES

80004-528  
5 OCT 30 1950  
FEDERAL BUREAU OF INVESTIGATION

I recommend censure and probation at this time - Also, an early inspection

10/19

of Crime Records  
J. Edgar Hoover



January 10, 1951

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

In connection with the Uniform Promotion Act, I am indeed pleased to advise you that you have been recommended for promotion from \$8000 per annum to \$9000 per annum in Grade GS 14, effective January 7, 1951.

Sincerely yours,

J. Edgar Hoover

John Edgar Hoover  
Director

JAN 27 1951

CC-Mr. Nichols (Personal Attention)  
Movement

JW:dmp

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Belmont  
Mohr  
Tele. Room  
Nease  
Gandy

RECEIVED - DIRECTOR  
F B I  
U. S. DEPT. OF JUSTICE  
JAN 18 2 57 PM '51

159/106-191  
JAN 18 2 57 PM '51  
FBI  
RECEIVED

V. 12

42

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson */m*

FROM : L. B. Nichols

SUBJECT: MILTON A. JONES  
GS-14, \$9000 PER ANNUM  
CHIEF, CRIME RECORDS SECTION

DATE: January 30, 1951

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Mr. Jones was placed on probation on October 25, 1950, as the result of two erroneously prepared letters addressed to newly elected officials of the International Association of Chiefs of Police. At that time I stated I felt Mr. Jones was fundamentally responsible; that there was no excuse for this incident occurring.

Since that time Mr. Jones has been very diligent in his work and has applied himself in an excellent manner. His attitude has been good, and he has been putting in exceedingly long hours.

In view of the manner in which he has demonstrated himself I recommend that he be removed from probation.

LBN:CMC

67-109106-192

Searched \_\_\_\_\_  
Numbered *51* \_\_\_\_\_  
Filed *76* \_\_\_\_\_

5 FEB 1 1951

FEDERAL BUREAU OF INVESTIGATION

20 FEB 15 1951

*memo to Mr. Glavin  
rec. he be removed  
from probation  
J.E. / mfp  
2-5-51*

RECORDED  
DEC 10

4 15 6H 21

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: 2-5-51

FROM : H. L. Edwards

SUBJECT: MILTON A. JONES  
 Special Agent  
 Chief, Crime Records Section  
 Records and Communications Division

Tolson ☒  
 Ladd ☒  
 Clegg ☒  
 Glavin ☒  
 Nichols ☒  
 Rosen ☒  
 Tracy ☒  
 Harbo ☒  
 Belmont ☒  
 Mohr ☒  
 Tele. Room ☒  
 Nease ☒  
 Gandy ☒

RE: REMOVAL FROM PROBATION

This employee entered on duty 2-6-39 as a Special Agent in Grade CAF-9, \$3200 per annum and on 7-1-49 he was reallocated to CAF-14, \$8509.50 per annum. As a result of one basic salary increase and one uniform promotion, his salary was increased to GS-14, \$9000 per annum. He is now being considered for removal from probation.

By letter dated 10-25-50 he was censured and advised that the facts concerning his recent approval of two erroneously prepared letters addressed to newly elected officials of the International Association of Chiefs of Police had been noted. It was pointed out that the Bureau was concerned to learn that having discovered an error in one of those communications he took no further steps to check the accuracy of the other communications. It was his responsibility to be sure that these letters were properly addressed and bore the correct title of the individual to whom they were being transmitted. In this instance he failed to exercise good judgment by not carefully examining each of these communications when the first error was discovered. In view of the above, he was placed on probation.

By letter dated 11-10-50 he was cautioned and advised it had come to the attention of the Bureau that on a recent occasion he reviewed and approved an outgoing letter to the District Passenger Representative, Baltimore and Ohio Railroad, Elizabeth, New Jersey, acknowledging a communication requesting arrangement for certain tours at which time he apparently failed to note the fact that the incoming letter had already been acknowledged. It was pointed out, had he exercised the necessary care in examining the correspondence, it would have been apparent to him that the letter which he approved was a duplicate.

On 1-30-51 Mr. L. B. Nichols advised that Agent Jones had been very diligent in his work and had applied himself in an excellent manner. His attitude had been good, and he had been putting in exceedingly long hours. In view of the manner in which he had demonstrated himself, Mr. Nichols recommended that he be removed from probation.

It is to be noted, his overtime for the month of October was 3 hours, 20 minutes; November 4 hours, 2 minutes; December, 4 hours 38 minutes. The office average for October was 2 hours 23 minutes; November, 2 hours, 36 minutes and December, 2 hours 36 minutes.

67-109186-193  
 2 FEB 12 1951

RECOMMENDATION: It is recommended he be removed from probation.

JEE/mfp

H. J. Edwards  
JEE

Pro  
2/5

I agree  
mfp ✓

I agree  
JEE  
5/16/51

oh.  
H.

Let's maybe add  
removal from probation  
JEE  
2/9/51

February 9, 1951

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

The Bureau is pleased to advise you that  
you are being removed from a probationary status.

Sincerely yours,

John Edgar Hoover  
Director

CC: Mr. Nichols (P & C)

Mrs. [redacted]  
Movement Section  
Leave Section  
Miss [redacted] (Sent Direct)

b6  
b7c

JEE/rld

rch

16 FEB 19 1951

RECEIVED CLEARING ROOM  
FBI  
FEB 9 1 32 PM '51

10910C-194

97-71

FEB 8 5 55 PM '51  
U.S. DEPT. OF JUSTICE  
FBI  
RECEIVED-MURKIN ROOM

COMM-FBI  
FEB - 9 1951  
MAILED 18

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

February 10, 1951

Mr. H. A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

I have had an opportunity of reviewing the material prepared on Max Lowenthal's book, "The Federal Bureau of Investigation" and I want to express to you my deep appreciation for your untiring efforts and the excellent manner in which this material was prepared.

I also want you to know I am not unmindful of the many hours of your own time which you devoted to this project and the personal sacrifices which were necessary in order to complete this work as promptly as you did. I know that your leadership, supervision, inspiration and enthusiasm were responsible for this splendid achievement. I want to commend you most highly for your fine efforts in such a difficult task.

With best wishes and kind regards,

Sincerely yours,

J. Edgar Hoover

CC - Mr. Nichols

JPM:DW

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Belmont  
Mohr  
Tele. room  
Nease  
Gandy

19 FEB 19 1951

U.S. DEPT. OF JUSTICE

RECEIVED

FEB 10

3 20 PM '51

U.S. DEPT. OF JUSTICE

RECEIVED

FEB 10

12 26 PM '51

FEB 10 1951

117-83-175

FEB 10

12 54 PM '51

U.S. DEPT. OF JUSTICE

RECEIVED

FEB 10

12 26 PM '51

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols *[initials]*  
 FROM : M. A. Jones *[initials]*  
 SUBJECT: LETTERS FROM MRS. JAMES CHAMBERS  
 RURAL ROUTE ONE  
 ST. CLOUD, FLORIDA

DATE: April 9, 1951

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

*[Crime Records]*  
 In accordance with your request the following is set forth concerning the handling of this correspondence:

You inquired as to why this type of letter was sent to the Crime Records Section in the first place. We have consulted with Mr. Waikart of the Records Section and have ascertained that this type of mail is routed to the Crime Records Section since it is of a miscellaneous type and does not involve a violation within the FBI's jurisdiction. It comes to Crime Records along with a lot of other miscellaneous mail.

You also inquired as to the handling of this mail in this Section. Mrs. Chambers wrote two letters to the Department, each dated January 2. Attached are copies. Attached is a memorandum from Mr. O'Keefe concerning this matter. While he does not at this late date recall just what happened, the following would appear to be the circumstances. Both letters were referred to the Department and arrived in this Section together on January 9. Mr. O'Keefe dictated a reply to Mrs. Chambers under date of January 12. A copy of this reply is attached. She was told that the matter was not one within the jurisdiction of the FBI and it was suggested that she rely on her local law enforcement authority.

INDEXED - 21 JUL 1951  
 67-10711-116  
 It is noted that an acknowledgment notation was not placed on one of these letters and that subsequently the two letters became detached and the one signed Mrs. C. Chambers, according to the time stamp, subsequently was returned to the Crime Records Section. Mr. O'Keefe feels that ~~the~~ this letter on its face without the letter signed by Mrs. James Chambers has material in it which would tend to indicate the mental instability of the writer. In other words, the reference to bringing an Army inspector and putting a dictaphone in the house are elements tending to indicate that this is from an unstable individual. Mr. O'Keefe feels that he initialed this and sent it back to the file with the notation as to the woman's apparent mental condition.

The question arises on these letters as to whether the Bureau had an obligation to go further than to tell the woman to get in touch with her local authority. In the course of a month we receive hundreds of letters of this type. The writers of many of them indicate that people are following them, are threatening to do

*[initials]*  
 Attachment

MAJ:mrh

them harm, et cetera. I doubt seriously whether we have the responsibility in all such cases to see that such matters are specifically called to the attention of the local authority. It would seem sufficient if we make an appropriate suggestion to the person writing in, telling them where they can get assistance.

We would appreciate a ruling on this matter, however, for our future guidance.



TRUE COPY

Jan. 2, 1951.

Dept. of justice,  
Washington 25,  
D. C.

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In case of any injury to me - look up one [redacted]  
[redacted] (alias one [redacted]) in the vicinity of  
[redacted] or [redacted] Florida. May be in locality  
of Kissimmee.

This is urgent. send Army inspector if  
possible, along with you. details later. Dictaphone in  
house should be installed.

Mrs. C. Chambers

R.F.D. #1  
St. Cloud, Florida

TRUE COPY

January 12, 1951

Mrs. James Chambers  
Rural Route 1  
St. Cloud, Florida

Dear Mrs. Chambers:

Your letters of January 2, 1951,  
addressed to the Department of Justice,  
have come to my attention.

From the information you have  
furnished there is no indication that a  
matter within the investigative jurisdic-  
tion of the FBI is involved. It is  
suggested that you rely upon your local  
law enforcement agency.

Sincerely yours,

John Edgar Hoover  
Director

ROK:mms

TRUE COPY

Jan. 2, 1951.

Dept. of justice,  
Washington 25,  
D. C.

Dear Sir,

immediate investigation Needed. Life in danger.

Signed by.  
Mrs. James Chambers.  
R.F.D. #1  
St. Cloud, Florida.

Wife of retired 30 year Army Man. 1st Sgt. James  
Chambers.

Very Urgent.

Mr. Tolson

April 18, 1951

M. H. Clegg

HANDLING OF CAROLINE CHAMBERS  
CORRESPONDENCE IN CRIME RECORDS SECTION

Reference is made to the attached memorandum of Mr. Nichols, April 3, 1951 and reply in Mr. Jones memorandum, April 13, 1951, relative to criticisms of the handling of the Caroline Chambers correspondence by Section Chief M. A. Jones, Supervisor B. F. O'Keefe, and stenographer [redacted] of the Crime Records Section.

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FINDINGS OF FACT:

Two longhand letters both dated January 2, 1951 and addressed to "Dept. of Justice" were referred to the Bureau. They were obviously from the same person. One read (1) "Immediate investigation needed. Life in danger. Signed by Mrs. James Chambers, RFD #1, St. Cloud, Florida. Wife of retired 30 year army man. 1st Sgt. James Chambers. Very Urgent." The other (2) stated "In case of any injury to me - look up one [redacted] (alias one [redacted]) in the vicinity of [redacted] or [redacted] Florida. May be in locality of Kissimmee. This is urgent. Send army inspector if possible along with your details later - Dictaphone in house should be installed. Mrs. C. Chambers RFD #1 St. Cloud, Florida". A reply to "your letters of January 2, 1951," dated 1/12/51 advised the information was not a matter within FBI jurisdiction and suggested that "you rely on your local law enforcement agency."

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b7C

Although both letters were acknowledged with one letter, a notation of acknowledgement was placed on letter (1) but not on letter (2) by [redacted] the stenographer. She advised she erred in not putting the notation on letter (2) also. Such are instructions to her from Mr. Jones, which he confirms. Supervisors Manual provides "...action taken in connection with incoming communications should be legibly noted thereon. Letter (2) obviously became separated from letter (1) and the yellow acknowledgement for in February (around 2-5-51) 1951 letter (2) came back to Crime Records Section. Since there was no notation of acknowledgement thereon, Mr. O'Keefe, who had dictated the reply and handled the correspondence in January, handled this letter again in February. Although the Chambers woman's name was not listed in the index file of "nuts", Mr. O'Keefe judging this letter (2) alone states he judged the writer to be a mental case and there is noted on the letter (2) by O'Keefe "Mental no act ROK."

On 4-7-51 teletype from Miami Office reported Chief of Police Hancock of St. Cloud, Florida advised that Caroline Chambers was killed on 3-15-51; that her sister stated the deceased prohibited "some letters which she intended to send to FBI," naming individuals

who had threatened her life so that there would be a record in the event of death; that Chief Hancock requests immediate summary of letters and identity of persons named. This wire received by Mr. Jones 4-7-51 at 5:43 p.m. He advised he recognized its importance and soon called Records Section for file on "Mrs. C. Chambers." He was later furnished letter (2) with the notation "mental no ack, ACK." on it. Mr. Jones recognized the potential embarrassment, discussed it with O'Keefe and sent him with the teletype and letter to Mr. Nichols' Office to inform him or Mr. McGuire of the facts and because it was believed a phone call to Miami was justified in view of possible embarrassment. Mr. McGuire advises that O'Keefe arrived somewhat "sheepishly" because of indicated error and embarrassment. McGuire took the papers to Mr. Nichols who immediately put a call through to Miami. McGuire recognized the potential danger to Bureau so did Nichols who notified the Director promptly. The Miami Office was told to get all pertinent facts and to call back. Mr. Nichols phoned Mr. Eames of the Records Section as to the urgency and importance and requested further search of the files. O'Keefe reported back to Jones about the phone call. Jones got a phone call but no real instructions from Mr. Nichols. Jones departed for home at 6:55 p.m. arriving about 7:00 p.m. Between 8:15 and 8:50 p.m. the file room found the other letter number (1) from "Mrs. James Chambers" with the yellow of acknowledgement.

Mr. Nichols obtained identification records from Ident. He phoned Jones at home to have a memorandum of explanation on Mr. Nichols' desk by 9 a.m., Monday. He also requested Jones to explain why the letters were sent to Crime Records instead of to the Investigative Division. There was obviously no meeting of the minds as to this point about routing the mail and Jones' explanation did not include information desired by Mr. Nichols.

O'Keefe worked on this matter Sunday. Jones contacted O'Keefe and other supervisors by phone and states he worried about the matter and was really concerned. Both Jones and O'Keefe state they fully recognized the possible embarrassment to the Bureau. They came to their office early Monday morning and submitted a memorandum by 9 a.m. Mr. Nichols, dissatisfied with the memorandum, prepared his own.

Mr. Nichols recommended disciplinary action. Mr. Jones replied and defended his actions.

CONCLUSIONS:

1. Miss [redacted] admits her error in not noting on letter (2) the acknowledgement of January 12, 1951. If she had done so, as required, the mishandling of this letter when it was returned to this Section might well have not occurred. Supervisor O'Keefe shares in this responsibility as the dictator of the letter of reply.

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2. The notation on letter (2) "Mental no ack ROK" made by Supervisor O'Keefe, was not justified.

3. The teletype from Miami referring to letters from the deceased justified further alerting file room for additional search. Mr. Nichols did sq. Messrs. Jones and O'Keefe did not.

4. To Messrs. Jones and O'Keefe it did not occur to request Identification Division Records as they "did not realize that was a matter involved." Mr. Nichols obtained these records. Mr. Jones states he assumed those talking by phone to Miami would get more identification of the parties to aid in the identification. However, Mr. Jones left for home at 6:35 p.m. The record of the party mentioned in the letter of the deceased, would be of value to the police in a murder case.

RECOMMENDATIONS:

Based on Mr. Nichol's memorandum, the Director approved censure and probation for Mr. O'Keefe; censure and probation for Mr. Jones; and censure for Miss [redacted]

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I talked with all three of these employees. They expressed their concern, however, I believe the conclusions above are justified. I recommend that the above, previously approved, penalties be put into effect.

May 5, 1951

0  
Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

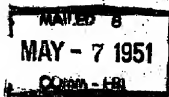
Dear Mr. Jones:

I have been advised of your recent suggestion concerning the possibility of Bureau employees writing personal notes to contacts in high schools and colleges in an effort to stimulate Bureau recruitment.

I wanted to drop this personal note to you thanking you for the interest which prompted you to make this suggestion and to advise you that necessary instructions are being forwarded to the field regarding this proposed recruitment method.

Sincerely,  
J. Edgar Hoover

CLT:etw



Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

16 MAY 9 5 AM  
143  
663  
MAY 15 1951

copy js

DECLASSIFICATION AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
DATE 07-12-2010

Mr. Nichols

April 23, 1951

Director, FBI

PERSONAL AND CONFIDENTIAL

JOHN J. MCGURIE  
MILTON A. JONES

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There are enclosed for your information copies of letters directed to Inspector McGuire and Agents Jones and [ ] in connection with the incorrect salutation appearing in a letter recently directed to Mrs. [ ] of Salt Lake City, Utah.

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There are also enclosed for delivery to Miss [ ] and Mrs. [ ] letters of censure for their delinquency in this matter. Copies of these letters are also attached for your information.

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b7C

Enclosures

FDH:bls

14 MAY 10 1951



MR. NICHOLS

April 19, 1961

Director, FBI

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b7C

ROBERT F. E. O'KEEFE  
MILTON A. JONES

PERSONAL AND  
CONFIDENTIAL

There are enclosed for your information copies of letters directed to Agents O'Keefe and Jones as a result of their derelictions in connection with the handling of the correspondence from Mrs. Caroline Chambers and the subsequent teletype from the Miami Division. Both employees are being advised of the fact that they are being placed on probation as a result of their mishandling of this matter. You should closely supervise them for a period of 90 days and at the expiration of that time submit special performance rating reports on them, together with your recommendations as to whether they should be removed from probationary status.

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b7C

There is also enclosed for delivery to Miss [ ] a letter of censure to her for her delinquency in this matter. A copy of the letter to her is attached for your information.

CC: Movement  
Leads  
Backerman

JIC:da

14 MAY 3 1961

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



United States Department of Justice  
Federal Bureau of Investigation  
Washington, D. C.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Chief Clerk of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name  Relationship  Date 2/5/51  
Address 1438 1/2 St. N. W. Washington, D. C.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name  Relationship  Date 2/5/51  
Address 1438 1/2 St. N. W. Washington, D. C.

ack  
MAR 1 1951  
JW

3/1/51

Very truly yours,

Thilton A. Jones  
Special Agent

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b7c

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

FROM : M. A. Jones

SUBJECT: HANDLING OF CAROLINE CHAMBERS CORRESPONDENCE  
IN CRIME RECORDS SECTION

DATE: April 13, 1951

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

*Crime Records*

In accordance with my conversation with you this morning I am submitting the following, outlining the handling of this matter in the Crime Records Section. I have particular reference to your memorandum of April 9, 1951, and to your oral advice that you have recommended that I be censored and placed on probation in this matter, and that Supervisor Robert O'Keefe be censored and transferred to the New York Office.

As I recall it, the incoming teletype from Miami dated April 7, 1951, was brought to this Section by special messenger around 6:00 p.m. on Saturday, April 7. I had a big stack of material in front of me which I hoped to finish before I left for the evening. I immediately realized it was something which should be handled right away and, accordingly, called the Records Section within a very, very short time after I received the teletype. I do not recall to whom I spoke but I gave him the complete information as I had it and asked that an immediate check be made in an effort to find out anything in the files on the name which was furnished by SAC Mason. As I recall it, the only name given on the wire was Mrs. Caroline Chambers or Mrs. C. Chambers. I do not have a copy of the teletype before me.

Supervisor O'Keefe was still here at the office at the time I called the Records Section. Before too long the Records Section called back and said there was only one reference to this particular individual. As I recall it, I emphasized whether or not one was all and was told that this was the case. When the ~~file did not come~~ within a very short time I checked back and found that the particular file was charged out to some unit in the Records Section. I, at this time, stressed the urgency of this particular matter, fully intending to remain here at the office until the material was found. Before too long a messenger or a representative of the Records Section came to my office with this particular file.

I noted the incoming letter signed by Mrs. Caroline Chambers and noted that Supervisor O'Keefe had handled it initially in this Section. I further noted the content of the letter and recognized immediately, in view of the woman's death, the possibility of embarrassment to the Bureau. I immediately called Supervisor O'Keefe to my office and asked him what he could recall about the handling of the letter in this Section.

Mr. O'Keefe could furnish no pertinent information concerning the matter. It should be noted that previous to the time the file

MAJ:mrh:bk

Memo to Mr. Nichols from M. A. Jones

April 13, 1951

was located I had called your office and checked with Mr. McGuire as to whether or not someone would be there for a short time. I explained, as I recall it, that the file was on locate and that I was interested in knowing whether someone would be in the office so Miami could be sent a teletype or could be called.

After I discussed the letter with Mr. O'Keefe and since he had indicated that he could remain as long as necessary and had no engagement for Saturday evening, I suggested that he take the file personally to Inspector McGuire, with the thought in mind that Miami could be called or the Teletype Room could send off a teletype on the basis of the letter in the file without wasting the time to type up a regular teletype here in this Section. Mr. O'Keefe did take the file to Inspector McGuire who called the Miami Office.

From your memorandum of April 9, and from your conversation this morning I received the distinct impression that you felt I showed a lack of interest in protecting the Bureau. Frankly, I don't agree with this conclusion. As soon as I saw the incoming letter, as indicated, I realized the possibility of embarrassment to the Bureau. I don't recall an incident which has caused me greater concern in recent years than this particular matter. In fact, I couldn't get it off my mind either night or day over the weekend. My wife, on several occasions, particularly during dinner Saturday night, remarked how preoccupied I seemed to be with some thing. During the weekend I talked on five different occasions on the phone with Bureau representatives concerning this particular matter. Two of these times were with Mr. O'Keefe.

If I made an error in not seeking further information from the Bureau's files, I wish to assure you that it was an error of judgment and not an error of the heart. Frankly, I felt that I could rely on the file check which had been made. I had no reason to believe that there would be something else filed under a different name - the name of Mrs. James Chambers.

With regard to the check of the Identification Division, on the basis of the first letter I did not feel a check was necessary at the time until further details were available from the field. As I saw it, the first thing involved in this whole situation was the possibility of embarrassment to the Bureau in that we had information in our files about a possible murder case and did not give it to the local police. After all, the woman was dead and even if she had a criminal record it would not justify the Bureau in failing to take appropriate action.

In the last paragraph of your memorandum you deal with the failure of Miss [redacted] to make an appropriate notation that the first letter which we located had been acknowledged. While I have asked that such notations be made on all letters, I have been unable to find any Bureau rule which so provides. On occasions we

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Memo to Mr. Nichols from M. A. Jones

April 13, 1951

get as many as 30 letters from a school class and acknowledge them with one letter. These letters then are stapled together and I just wonder whether it is necessary to make such a notation on each one of them. In this particular case, of course, if the notation had been made, all of the difficulty would have been avoided. Of course, if Miss [ ] should be criticized it would seem that everyone else who had anything at all to do with the particular letter would likewise be subject to criticism. b6 b7C

As for Mr. O'Keefe's handling of this particular matter, I can assure you he was greatly disturbed over the situation. He came in Sunday to the office to go over the material in an effort to see what action could or should be taken. He called me from the office on Sunday and we discussed the entire matter again at great length over the phone.

I now want to refer to the first three paragraphs on page 3 of your memorandum. You indicate there that the explanation you requested from me was inadequate. I wish to submit that to the best of my knowledge at the time I was giving the exact explanation which you requested. You will recall that you called me at home Saturday evening. You started out by saying that the "Boss" was disturbed over this entire matter. I could fully appreciate why he would be. To the best of my recollection you then stated you wanted a memorandum on your desk at 9:00 a.m. the following Monday covering two points. The first was why this letter was handled in the Crime Records Section. You said to get in touch with Mr. Waikart and get his version of it. You specifically mentioned the words "extortion" and "civil rights" and from this I judged that the issue involved was why this particular letter was misrouted to the Crime Records Section.

I was fully familiar with the Executives' Conference ruling some years ago, transferring all the miscellaneous mail from the Investigative Division to the Crime Records Section. It did not dawn on me that you were considering this particular angle. Had you been, I do feel you could have made that clear to me by saying something like this, "The first point should cover why miscellaneous mail of this type is handled in Crime Records." If you had said something like this it would have been obvious to me what you wanted and I would have had it on your desk at 9:00 a.m. Monday morning, regardless of the time it would have taken to get it. As things were, I checked with Mr. O'Keefe and Mr. Waikart was contacted. Frankly, I feel that my interpretation of your request was reasonable. It is noted that neither Mr. O'Keefe nor Mr. Waikart, from the information I gathered from our phone conversation, interpreted the request to mean anything other than the way I interpreted it. The civil rights or extortion angle was not evident and it seemed to me that the answer to your first point was that this letter did not involve a possible violation within the Bureau's jurisdiction, and, accordingly, was of a miscellaneous nature. Thus, it was routed to the Crime Records Section.

Memo to Mr. Nichols from M. A. Jones

April 13, 1951

The second point in your phone conversation was that we explain why, after we received this particular letter, which should have gone somewhere else, we handled it the way we did here in this Section. Your reference to extortion and civil rights, more than anything else, led me to believe that the explanation I gave on your first point was the explanation you desired.

With further regard to Mr. O'Keefe's handling of this particular letter, you have apparently criticized him for making the notation as to the person's mental condition when the one letter was returned here. This practice has been used for years, not only in the Crime Records Section but also throughout the entire Bureau. We have an index in this Section containing some 5,000 cards on people who are apparently affected mentally. These cards are used in reviewing this type of mail when it comes in.

I still feel that the references to sending an Army inspector and wiring the house in the letter signed by Mrs. Caroline Chambers gave a very definite indication that this woman was a mental case. It is typical of literally dozens of letters which come in each week from people with a persecution complex. I noted one this morning which speaks of very definite threats and yet over in the letter the woman speaks of hearing strange noises, etc. It is noted that our reply to Mrs. Chambers referring her to the local police was based upon both of her letters, and not alone the one indicating mental instability.

This morning you were critical of Mr. O'Keefe for not checking the files when the letter signed by Mrs. Caroline Chambers was returned to this Section. It is submitted that if he had checked the files he would have had the same result as I had in checking them on the same letter. That would have been the only reference. The question now arises as to how far should one go when the Files say that there are no other references. It seems to me that on this type of thing the Supervisor handling a large volume of correspondence must rely on the Records Section to make an adequate name check. Otherwise, it would be an impossible situation to keep looking and looking when the Records Section states that there is no other record on a particular name.

I want to emphasize that I do not think there is ample justification to accuse me of being oblivious to the possibility of embarrassment to the Bureau or of shirking my responsibility. After Mr. McGuire had called Mr. Mason and added details on the woman's background received, I felt that we would want to check further here at the Seat of Government.

As indicated, Mr. O'Keefe, who was here at the office on Sunday, kept me advised of the matter by phone. We discussed in

*Memo to Mr. Nichols from M. A. Jones*

*April 13, 1951*

*detail the memorandum which you desired on your desk at 9:00 A.M. Monday. I was here in the office Monday a few minutes after 7:30 and Mr. O'Keefe came in shortly thereafter. We had stenographers available and prepared memoranda which we felt contained the exact information which you desired. These were sent to your office prior to 9:00 A.M. Monday.*

April 19, 1951

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Sir:

Careful consideration has been given to the circumstances relating to your recent improper handling of a communication from the Miami Division regarding the violent death of Mrs. Caroline Chambers, of St. Cloud, Florida, from whom correspondence had been received in the Bureau and acknowledged several weeks ago and your handling of this matter is considered to have been very unsatisfactory. You were instructed by a Bureau official to submit a memorandum explaining the reason why correspondence such as that previously received from Mrs. Chambers was handled in your section but you failed to adequately explain the matter. You also apparently failed to recognize the implications involved in the situation in question and did not undertake the correlation of all pertinent information in the Bureau's files with the result that the Assistant Director in charge of your Division had to do the things you had neglected.

Because of the inadequate and improper fashion in which you carried out your responsibilities in this instance, you are being placed on probation and it will be incumbent upon you to avoid any recurrences and to demonstrate by the proper performance of your duties in the future that you are qualified to continue in your present assignment. Should you be responsible for similar shortcomings, more severe administrative action may become necessary.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: Mr. Nichols  
Movement Section  
Leave Section  
Mrs. Wackerman

JIC: ja/bm

Personal & Confidential

det

APM

RECEIVED  
APR 20 1951  
U.S. DEPT. OF JUSTICE



Mr. Tolson

April 11, 1951

L. B. Nichols

M. A. Jones

SAC Newman, Salt Lake City, called today and stated that on April 5, 1951, we had written a letter to

Utah, the [ ] of George Albert Smith, late President of the Church of Jesus Christ of Latter Day Saints, who died on April 4. This letter was a letter of condolence.

[ ] has telephonically contacted SAC Newman and advised in a humorous vein that the Director had addressed her as [ ] rather than [ ] in his letter of April 5, 1951. SAC Newman stated that [ ] was not being critical but her call was entirely in a humorous vein.

SAC Newman advised that [ ] had received letters from practically all of the outstanding men in America including the President, Governor Dewey, Senators, Congressmen and others and that she is taking a great deal of pride in the collection of letters. SAC Newman stated that he was afraid that she might have called this error to the attention of other people or might call it to their attention in the future in connection with this collection of letters. He thought that we should send her a correct letter to be substituted for the one that was originally sent in order that a correct letter could be included in her collection.

A letter to SAC Newman enclosing a corrected letter to [ ] is attached.

It is noted that the letter to [ ] was dictated by SA Supervisor R. B. Carter of the Crime Records Section and was typed by Miss [ ]. Memorandums of explanation from these employees together with a memorandum from Mr. Jones, Chief of the Crime Records Section, are attached.

Mrs. [ ] of the Reading Room recalls the letter but has no explanation for overlooking the salutation.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

FCH:jms

4  
14 MAY 23 1951

Memorandum to Mr. Tolson

April 11, 1951

It is noted that the phraseology of the letter was changed by Miss Gandy in the Director's office who sent the letter to Mrs. [redacted] who retyped the letter.

b6  
b7C

There appears to be no explanation for the fact that the incorrect salutation was not caught and specific instructions have been issued that there must be no recurrence of such oversights and that extreme care must be exercised in matters of this kind.

April 23, 1951

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Sir:

The facts concerning the incorrect  
salutation used in a letter recently sent to

Utah, have been reviewed by the Bureau, and  
you are considered to have been at fault in  
not discovering this error and having it cor-  
rected at the time you reviewed and approved  
this communication.

b6  
b7c

The serious embarrassment which can  
result to the Bureau as a result of instances  
of this nature is well known to you, and it  
is accordingly expected that in the future  
you will take every precaution to avoid any  
recurrences. In the event you fail to do this,  
further administrative action may result.

14 MAY 5  
Sincerely yours,

J. Edgar Hoover

John Edgar Hoover  
Director

FDH:bls

FDH

CC: Mr. Nichols (P & A)

Addendum: SA Jones was placed on probation and censured by letter  
of April 19, 1951, for derelictions in connection with  
the handling of correspondence from Mrs. Caroline Chambers  
of St. Cloud, Florida, and a subsequent teletype from the  
Miami Division regarding this correspondence.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

1951

Handwritten initials and signatures.

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

*100% Satisfactory*

Name of Employee: MILTON A. JONES

Where Assigned: DIVISION RECORDS & COMMUNICATIONS, CRIME RECORDS SECTION  
(Division) (Section, Unit)

Payroll Title: SPECIAL AGENT, CHIEF CRIME RECORDS SECTION GS-14

Rating Period: from February 1, 1950 to March 31, 1951

ADJECTIVE RATING: Satisfactory  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

*mf*

Rated by: LOUIS B. NICHOLS ASSISTANT DIRECTOR 4/15/51  
Signature Title Date

Reviewed by: \_\_\_\_\_  
Signature Title Date

Rating approved by: W. R. Glavin Assistant Director, Federal Bureau of Investigation MAY 7 1951  
Signature Title Date

TYPE OF REPORT

☒ Official  
☒ Annual

☐ Administrative  
☐ 60-day  
☐ Transfer  
☐ Separation from service  
☐ Special

90

(47) 46

MAY 15 1951

109106-800

INVESTIGATION

*100%*

NARRATIVE COMMENTS

Note The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

WOL 11 1955

81-12 101

101 12 101

101 12 101

U.S. DEPT. OF JUSTICE

FBI

MAY 7 9 35 AM '56

PERSONNEL UNIT

REC'D

7/6

April 15, 1951

M. A. JONES  
Chief, Crime Records Section  
Division Records & Communications  
GS-14, \$9,000

Mr. Jones is a conscientious employee, industrious, and has ability. He is above average in intelligence.

There are times when Mr. Jones does not pay attention to the details, the follow-up and close supervision of the boys assigned to him. He needs to develop greater sensitiveness to the assignments given his office and to follow through on them, and to pay closer attention to detail but at the same time not get lost in the woods.

For the most part, Mr. Jones handles his work in a commendable manner but he needs to make this the rule and to constantly stay on top of things. He puts in an unusually large amount of overtime. By lifting his sights, he should show improvement.

Mr. Jones was taken off probation on February 9, 1951, as a result of his good work, after being placed on probation on October 25, 1950, as a result of two erroneously prepared letters which emanated from his section.

Jones was recently placed on probation for failure to evaluate and follow through on the handling of a teletype pertaining to the death of Caroline Chambers in Florida.

Through a development of a greater sense of circumspection, Mr. Jones can avoid the incidents which have marred his otherwise excellent record.

me

mmg

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MILTON A. JONES
 Title Special Agent  
Chief, Crime Records  
Section
Rating Period: from 2/1/50 to 3/31/51

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

- Rate items as follows:
- + Outstanding (exceeding excellent and deserving special commendation).
  - ✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).
  - Unsatisfactory.
  - No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><u>✓</u> (1) Personal appearance.</li> <li><u>✓</u> (2) Personality and effectiveness of his personal contacts.</li> <li><u>✓</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</li> <li><u>+</u> (4) Physical fitness (including health, energy, stamina).</li> <li><u>✓</u> (5) Resourcefulness and ingenuity.</li> <li><u>✓</u> (6) Forcefulness and aggressiveness as required.</li> <li><u>✓</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.</li> <li><u>✓</u> (8) Initiative and the taking of appropriate action on own responsibility.</li> <li><u>✓</u> (9) Planning ability and its application to the work.</li> <li><u>✓</u> (10) Accuracy and attention to pertinent detail.</li> <li><u>+</u> (11) Industry, including energetic consistent application to duties.</li> <li><u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</li> <li><u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.</li> <li><u>✓</u> (14) Technical or mechanical skills.</li> <li><u>✓</u> (15) Investigative ability and results:           <ul style="list-style-type: none"> <li><u>✓</u> (a) Internal security cases</li> <li><u>✓</u> (b) Criminal or general investigative cases</li> <li><u>✓</u> (c) Fugitive cases</li> <li><u>✓</u> (d) Applicant cases</li> <li><u>✓</u> (e) Accounting cases</li> </ul> </li> <li><u>✓</u> (16) Physical surveillance ability.</li> </ul> | <ul style="list-style-type: none"> <li><u>✓</u> (17) Firearms ability.</li> <li><u>✓</u> (18) Development of informants and sources of information.</li> <li><u>✓</u> (19) Reporting ability:           <ul style="list-style-type: none"> <li><u>✓</u> (a) Investigative reports</li> <li><u>✓</u> (b) Summary reports</li> <li><u>✓</u> (c) Memos, letters, wires</li> <li>(Consider: <u>✓</u> conciseness; <u>✓</u> clarity; <u>✓</u> organization; <u>✓</u> thoroughness; <u>✓</u> accuracy; <u>✓</u> adequacy and pertinency of leads; <u>✓</u> administrative detail.)</li> </ul> </li> <li><u>✓</u> (20) Performance as a witness.</li> <li><u>✓</u> (21) Executive ability:           <ul style="list-style-type: none"> <li><u>✓</u> (a) Leadership</li> <li><u>✓</u> (b) Ability to handle personnel</li> <li><u>✓</u> (c) Planning</li> <li><u>✓</u> (d) Making decisions</li> <li><u>✓</u> (e) Assignment of work</li> <li><u>✓</u> (f) Training subordinates</li> <li><u>✓</u> (g) Devising procedures</li> <li><u>✓</u> (h) Emotional stability</li> <li><u>✓</u> (i) Promoting high morale</li> <li><u>✓</u> (j) Getting results</li> </ul> </li> <li><u>✓</u> (22) Ability on raids and dangerous assignments:           <ul style="list-style-type: none"> <li><u>✓</u> (a) As leader</li> <li><u>✓</u> (b) As participant</li> </ul> </li> <li><u>✓</u> (23) Organizational interest, such as making of suggestions for improvement.</li> <li><u>✓</u> (24) Ability to work under pressure.</li> <li><u>✓</u> (25) Miscellaneous. Specify and rate:           <ul style="list-style-type: none"> <li><u>✓</u></li> <li><u>✓</u></li> <li><u>✓</u></li> </ul> </li> </ul> |
|--|--|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): \_\_\_\_\_

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): \_\_\_\_\_

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING: \_\_\_\_\_

Satisfactory  
 Outstanding, Satisfactory, Unsatisfactory

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS  
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

CC-270  
(1-1-50)

NAME JONES, Milton A. AGE 38 YEARS, 2 MONTHS  
NATIVITY (state of birth) Ky. MARRIED, SINGLE, WIDOWED: M NUMBER OF CHILDREN 3  
FAMILY HISTORY Both parents living and well.

HISTORY OF ILLNESS OR INJURY Usual childhood diseases. Typhoid fever in 1932. Tonsils allegedly burnt out about 1933. Deviated Septum.

HEAD AND FACE Neg.

EYES: PUPILS (size, shape, reaction to light and distance, etc.) Neg.

DISTANT VISION RT. 20/15, corrected to 20/

LT. 20/20, corrected to 20/

COLOR PERCEPTION AOC Normal 1940

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS None

EARS: HEARING RT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15/15'

LT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15/15'

DISEASE OR DEFECTS None

NOSE Neg.

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES Neg.

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS Neg.

TEETH AND GUMS (disease or anatomical defect):

MISSING TEETH as indicated.

NONVITAL TEETH

PERIAPICAL DISEASE

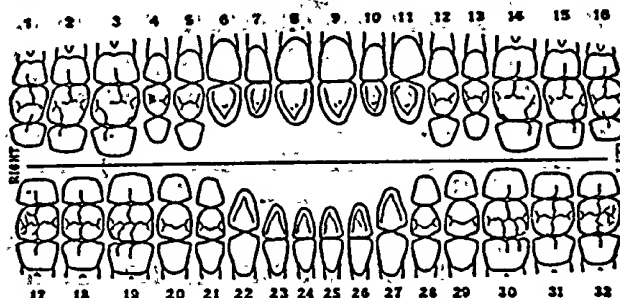
MARKED MALOCCLUSION

PYORRHEA ALVEOLARIS

TEETH REPLACED BY BRIDGES

DENTURES

REMARKS



H. B. Haisch, Cdr (DC) USN

(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE Robust

TEMPERATURE  CHEST AT EXPIRATION 39

HEIGHT 72 1/2 CHEST AT INSPIRATION 43

WEIGHT 208 CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 37 1/2

RECENT GAIN OR LOSS, AMOUNT AND CAUSE None

SKIN, HAIR, AND GLANDS Neg.

NECK (abnormalities, thyroid gland, trachea, larynx) Neg.

SPINE AND EXTREMITIES (bones, joints, muscles, feet) Neg.

8 MAY 21 1951

FEDERAL BUREAU OF INVESTIGATION

*3 rings/glen*



THORAX (size, shape, movement, cage, mediastinum) Neg.  
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. Neg.  
Chest X-Ray - Neg.

CARDIO-VASCULAR SYSTEM Neg.  
HEART (note all signs of cardiac involvement) Neg.  
ECG - normal

PULSE: BEFORE EXERCISE 88 BLOOD PRESSURE: SYSTOLIC 138  
AFTER EXERCISE 102 DIASTOLIC 68  
THREE MINUTES AFTER 86

CONDITION OF ARTERIES Neg. CHARACTER OF PULSE Regular  
CONDITION OF VEINS Neg. HEMORRHOIDS None

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) Neg.

GENITO-URINARY SYSTEM Neg.  
URINALYSIS: SP. GR. 1.010 ALB. Neg. SUGAR Neg. MICROSCOPICAL Neg.  
VENEREAL DISEASE No

NERVOUS SYSTEM Neg. (organic or functional disorders)  
ROMBERG Neg. INCOORDINATION (gait, speech) No  
REFLEXES, SUPERFICIAL Neg. DEEP (knee, ankle, elbow) No TREMORS No  
SEROLOGICAL TESTS Neg. BLOOD TYPE A2 Positive  
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) No

SMALLPOX VACCINATION: DATE OF LAST VACCINATION 1948  
TYPHOID PROPHYLAXIS: NUMBER OF COURSES 1931, Typhoid fever 1932.  
DATE OF LAST COURSE 1931, Typhoid fever 1932.

REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE

SUMMARY OF DEFECTS

CAPABLE OF PERFORMING DUTIES INVOLVING strenuous PHYSICAL EXERTION

IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS. yes (yes or no)  
(when no is given state cause)

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary)  
N. S. A. on P. E.

DATE OF EXAMINATION April 10, 1951  
EMPLOYEE'S INITIALS

Cdr (MC) USN  
April 22, 1951

b6  
b7C

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

0

Name of Employee: MILTON A. JONES

Where Assigned: DIVISION RECORDS & COMMUNICATIONS, CRIME RECORDS SECTION  
(Division) (Section, Unit)

Payroll Title: SPECIAL AGENT, CHIEF CRIME RECORDS SECTION GS -14

Rating Period: from April 15, 1951 to July 31, 1951

ADJECTIVE RATING:

SATISFACTORY  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

M. A. Jones

Rated by: L. B. Nichols Assistant Director 7/31/51  
Signature Title Date

Reviewed by: [Signature] ASSISTANT DIRECTOR AUG 18 1951  
Signature Title Date

Rating approved by: [Signature] [Title] [Date]  
Signature Title Date

TYPE OF REPORT

( ) Official  
( ) Annual

RECORDED - 17  
20 1951

67-107106-202	
Searched	76
Numbered	76
Administrative	69
AUG 3 1951	
FEDERAL BUREAU OF INVESTIGATION	
( ) Separation from service	
(x) Special Probation Report	

THREE 784

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

REC'D  
PERSONAL UNIT

AUG 8 9 37 AM '51

FBI  
U.S. DEPT. OF JUSTICE

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

MILTON A. JONES

Special Agent  
Chief Crime Records Section

Name of Employee

Title

Rating Period: from 4/15/51 to 7/31/51

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
 ✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
 - Unsatisfactory.  
 O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- |  |   |
|--|---|
| <p>+ (1) Personal appearance.<br/>         + (2) Personality and effectiveness of his personal contacts.<br/>         + (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).<br/>         + (4) Physical fitness (including health, energy, stamina).<br/>         + (5) Resourcefulness and ingenuity.<br/>         + (6) Forcefulness and aggressiveness as required.<br/>         + (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.<br/>         + (8) Initiative and the taking of appropriate action on own responsibility.<br/>         + (9) Planning ability and its application to the work.<br/>         + (10) Accuracy and attention to pertinent detail.<br/>         + (11) Industry, including energetic consistent application to duties.<br/>         + (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.<br/>         + (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.<br/>         + (14) Technical or mechanical skills.<br/>         + (15) Investigative ability and results:<br/>             + (a) Internal security cases<br/>             + (b) Criminal or general investigative cases<br/>             + (c) Fugitive cases<br/>             + (d) Applicant cases<br/>             + (e) Accounting cases<br/>         + (16) Physical surveillance ability.</p> | <p>+ (17) Firearms ability.<br/>         + (18) Development of informants and sources of information.<br/>         + (19) Reporting ability:<br/>             + (a) Investigative reports.<br/>             + (b) Summary reports<br/>             + (c) Memos, letters, wires<br/>             (Consider: conciseness; clarity; organization; thoroughness; accuracy; adequacy and pertinency of leads; administrative detail.)<br/>         + (20) Performance as a witness.<br/>         + (21) Executive ability:<br/>             + (a) Leadership<br/>             + (b) Ability to handle personnel<br/>             + (c) Planning<br/>             + (d) Making decisions<br/>             + (e) Assignment of work<br/>             + (f) Training subordinates<br/>             + (g) Devising procedures<br/>             + (h) Emotional stability<br/>             + (i) Promoting high morale<br/>             + (j) Getting results.<br/>         + (22) Ability on raids and dangerous assignments:<br/>             + (a) As leader<br/>             + (b) As participant<br/>         + (23) Organizational interest, such as making of suggestions for improvement.<br/>         + (24) Ability to work under pressure.<br/>         + (25) Miscellaneous. Specify and rate:<br/>         _____<br/>         _____<br/>         _____</p> |
|--|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Supervisor

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): \_\_\_\_\_

C. (1) Is employee available for general assignment wherever needs of service require? yes (If answer is not 'yes', explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING:

Satisfactory

Outstanding, Satisfactory, Unsatisfactory

MR. NICHOLS

June 14, 1951

DIRECTOR, FBI

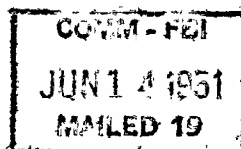
MILTON A. JONES  
IN-SERVICE CLASS #14  
5/28/51 to 6/9/51

The above-named Special Agent attended the above General In-  
Service Training Course at the Seat of Government and attained the follow-  
ing grades:

Notebook	E
Examination	93
Double Action Course	80
Practical Pistol Course	97
Shotgun (Skeet)	13
.30 Rifle	85
Machine Gun	98

The firearms grades with the exception of the Shotgun Skeet Course  
should be entered on the individual field firearms training record.

cc: SA Milton A. Jones  
HLS: LMG  
Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO: MR. TOLSON                      DATE April 9, 1951

FROM: L. D. NICHOLS

SUBJECT: MURDERING OF CAROLINE CHAMBERS CORRESPONDENCE  
CRIME RECORDS SECTION

BACKGROUND:

M.A. Jones

SAH Mason by teletype dated April 7, 1951, advised that Caroline Chambers was killed March 15, having been saturated by kerosene while in bed and set afire and that her sister stated that before death she exhibited some letters which she intended to send to the FBI in Washington naming individuals who had threatened her life so that there would be a record in the Cr. R. of South. Chief of Police Clio Hancock requested a summary of the letters.

Mason subsequently advised me by telephone that Mrs. Chambers was married to James Chambers, was a registered nurse and outside of being an alcoholic, she had a good reputation.

CORRESPONDENCE WITH THE BUREAU:

Two letters have been located which we have received from Mrs. Chambers. One letter dated January 2, 1951, addressed to the Department of Justice merely stated, "Immediate investigation needed. Life in danger." This letter was signed by Mrs. James Chambers, R.F.D. #1, St. Cloud, Florida. This letter contained a postscript which stated, "Wife of retired 30 year Army man. 1st Sgt. James Chambers."

This letter was not stamped in Mr. Jones' Office but was deferred recorded on January 10, 1951, and was acknowledged 2/12/51 by Supervisor R. F. J. O'Keefe. The substance of the acknowledgment was that from the information furnished there was no indication of a matter within the investigative jurisdiction of the FBI and "it is suggested that you rely upon your local law enforcement agency."

also dated January 2, 1951

Another letter was located signed Mrs. C. Chambers, R. F. D. #1 St. Cloud Florida. This letter was addressed to the Department of Justice and stated: "In case of any injury to me, look up one Gladys Cooper (alias one Edna Cooper) in the vicinity of Centerville or St. Cloud, Florida, maybe in locality of Klenzema."

"This is urgent. Send army inspector if possible, along with you. Details later. Dictaphone in house should be installed."

This letter was received in Mr. Jones' Office on January 9, again on January 10 and again on February 3. This letter was handled by Supervisor O'Keefe and carries a notation "Mental - No ack. ROX."

LDH:mb

32 AUG 21 1951  
151

ORIGINAL FILED IN 66-1855-7-487

Memo to Mr. Tolson from Mr. [redacted] Nolis  
 Re: Mishandling of Caroline Chambers Correspondence  
 Crime Records Section

April 9, [redacted]

EXPLANATIONS OF JONES AND O'KEEFE:

Both Jones and O'Keefe claim that the two letters above mentioned were received together and acknowledged under date of January 12. This is confirmed by the fact that in the outgoing letter of January 12, which is attached, the opening paragraph states, "Your letters of January 2, 1951, addressed to the Department of Justice, have come to my attention."

Further confirmation in collaboration of this is the fact that the letter containing the notation "Mental - No ack. ROK" in the upper right hand corner has two small holes indicating that this letter had been stapled to another letter. There are two holes and a tear in the letter that was acknowledged indicating that the acknowledged letter had been stapled to something else and had been torn off. The holes are in an identical position with the holes in the letter that was not acknowledged.

O'Keefe claims that the letter which does not bear an acknowledgment notation was returned to the Crime Records Section on February 3 and it was at that time that he put the notation "Mental - No ack. ROK" thereon.

b6  
b7C

The stenographer handling the outgoing letter of January 12, Miss [redacted], noted on the letter that was acknowledged "ack 1/12/41 ROK." No notation was made on the letter with the notation "Mental - No action. ROK." Mr. Jones in his explanation ~~did not discover this point~~ and I have asked him to secure an explanation from Miss [redacted] for her failure to indicate that the letter had been acknowledged.

REASON FOR HANDLING THIS LETTER IN CRIME RECORDS SECTION:

Full details on the handling of mail of this type in the Crime Records Section is being submitted by separate memorandum as soon as I can secure basic details from the Records Section.

Briefly, my recollection is that following an inspection some years ago it was concluded that all miscellaneous correspondence not pertaining to a violation within the Bureau's jurisdiction would be handled in the Crime Records Section.

I asked Jones to point out in his memorandum the explanation and his explanation was adequate and merely gives the explanation that mail of a miscellaneous type that does not involve a violation within the FBI's jurisdiction is referred to the Crime Records Section.

ADDITIONAL BACKGROUND ON MRS. CHAMBERS:

On Saturday night I asked the Identification Division to check files on Caroline Chambers as well as Gladys Geraldine Cooper. The only record which could be located on Gladys Geraldine Cooper reflected an arrest by the Police Department, Miami Beach on October 22, 1946, for vagrancy and investigation. The charges were dismissed; arrested by the Sheriff's Office Miami, October 23, 1946, for investigation and venereal disease checks, released following day; arrested Police Department, Oklahoma City, under name of Gladys Geraldine Cooper (the only time the name Gladys was used) on August 30, 1947, for possession of whiskey and investigation, fined \$20.00 on Sept. 2, 1947.

Mem to Mr. Tolson from Mr. [redacted]  
 Re: Missing of Caroline Chambers; [redacted]  
 Crime Records Section

April 9, 1944

We were unable to locate any additional information in the Bureau's files. The description given of this person is as follows: Born 10-9-11, North [redacted], Mass.; (on the fingerprint record she also gave her place of birth as Harlow, Oklahoma); weight - 107 lbs.; height 5' 6"; eyes - blue; hair - brown; race - white.

We located the fingerprint record on Caroline Chambers, alias Caroline Pearl Chambers and Caroline Raditch. This record reflects arrests as follows: Arrested 7-2-35 by the Police Department at Long Beach, California, for vagrancy and drunk, fined \$5 or 3 days under name of Caroline Raditch.

Arrested by the Honolulu, Hawaii, Police Department on 5-22-36; charge, drunk-detonation; disposition, discharged. Arrested under name of Mrs. Caroline Raditch.

Arrested by Orlando, Florida, Sheriff's Office, on 7-20-41 charged with being drunk and fighting. No disposition. Arrested under name of Caroline Chambers.

Arrested by Orlando, Florida Police Department, on 11/3/43 on drunk charge. Disposition - \$25. or 30 days. Arrested under name of Caroline Chambers.

Arrested Tampa, Florida, Police Department, on 3-31-49 on drunk charge. Disposition - \$10 or 10 days. Arrested under name of Caroline Pearl Chambers.

We have no other information in our files.

I furnished this data to SAH Mason who subsequently advised me that the Caroline Pearl Chambers, alias Caroline Raditch was probably the one. In addition Mason requested a copy of her criminal record and advised that Chief of Police Hancock was very appreciative of the information furnished. It might be noted that this is a one-man police Department.

He stated that prior to her death Caroline Chambers had been living with one Dewey Montedones, age 50, height 5' 9", weight 145 lbs. He is suspected of having been arrested in Tampa and other places in Florida. Dewey Montedones reported a fire at 3:00 p.m. but had been at Chambers' home until about 20 minutes before 3:00. In reporting the fire from a neighbor's home he claimed that he carried a girl out of the house in Florida and poured water on her. At that time he had no strange marks on him which leads the authorities to believe that the facts were not as he reported them.

Furthermore when the fire was reported, the entire mattress was charred. Had Caroline Chambers been in the bed when the fire started, certainly the portions of the mattress under her body would not have been charred.

With Montedones at the time was Mario Patton, age 30, height 5' 10", weight 155 pounds, who has been in the Army and may still be in the Army.

Chief Hancock requested any criminal record on these two individuals as well as on [redacted] who is now in the Navy in Korea.

b6  
 b7c



CCFV:JIS

Letter to Mr. Tolson from Nichols

April 9, 1936

For identification of Caroline Chambers correspondence  
Crime Records Section

We have located a record on Montedecor which reflects arrests in Sarasota, Tampa and Orlando on charges such as assault and battery, unlawful conditions, drunkenness, grand larceny and vagrancy.

There is no record on Merle Hatten and only an enlistment record on Alfred Rudolph.

b6  
b7C

These will be furnished to Mason.

In addition, Chief Hancock informed Mason that the Mayor of St. Cloud saw Mrs. Chambers at 10:00 a. m., another individual, [redacted] saw her at 11:55 and the Chief of Police also saw her. All three report that Mrs. Chambers was sober. Mrs. Chambers has a reputation at periodic intervals of going on an alcoholic binge and the individuals who saw her stated that they always make a mental note as to her condition when they see her.

The Chief of Police stated that he was going to present the facts to the Grand Jury on Wednesday, April 11, and asked for copies of the letters which Mrs. Chambers sent to the Bureau.

In this connection, upon receipt of Mason's teletype of April 7, I called him and furnished him with the content of the letter which does not bear an acknowledged notation.

Saturday night, before receiving the information about her background, we had located, as a result of a special file check which I had made, the letter that was acknowledged. I told Mason about this on Sunday.

Mason stated the Chief of Police is cooperative; there will be no difficulty regarding the letters and no involvement of the Bureau.

We are now confronted with the need of making either the original letters or copies available to the Chief of Police.

It is my recommendation that we make photostatic copies for our files and then have the Laboratory remove the file markings from both letters, which is the normal procedure, and send them air mail to Mason today for transmittal to the Chief in time for the Grand Jury on Wednesday.

A separate memorandum recommending personnel action is being submitted.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: April 11, 1951

FROM : M. A. Jones

SUBJECT:

Crime Records

MAX Jones

R. B. Carter

In connection with the letter dated April 5, 1951, to [redacted] and the incorrect salutation, there are attached explanatory memoranda from Miss [redacted] the stenographer who handled the dictation, and from Supervisor [redacted] who dictated the letter.

It is felt that Miss [redacted] is primarily responsible since she had all the facts before her and yet got the salutation wrong. Supervisor Carter should have caught it and I, of course, should have caught it. This was an oversight on our part which is sincerely regretted. We are both fully aware of the embarrassment to the Bureau which can result from such incidents.

It is to be noted that the letter originally prepared in this Section was not the letter which was sent out of the Bureau, it having been changed and retyped elsewhere before being dispatched.

Attachment

M. Jones + Carter  
Are just as responsible

MAJ:mab

67-8104-539

Searched	58
Numbered	58
Filed	
8 MAY 8 1951	
FEDERAL BUREAU OF INVESTIGATION	

3 fe

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Belmont  
Mohr  
Tele. Room  
Nease  
Gandy

b6  
b7C

b6  
b7C

MR. TOLSON

April 9, 1951

L. B. NICHOLS

R. F. X. O'KEEFE

M. A. JONES

b6  
b7C

HANDLING OF CAROLINE CHAMBERS CORRESPONDENCE

BACKGROUND:

By separate memorandum full details have been set forth, a copy of which is attached, regarding the exchange of correspondence with Mrs. Caroline Chambers. The facts briefly are as follows:

The two letters addressed to the Department of Justice, dated January 2, were forwarded to the Bureau and when received in the Crime Records Section they were stapled together. The letters were acknowledged. Mrs. Chambers was told that it was suggested she rely upon her local law enforcement agency. The date of acknowledgment was January 12. One letter became detached which bore no notation as to the action taken and was returned to the Crime Records Section on February 3. At that time Supervisor O'Keefe made a notation "Mental - No ack. ROK." O'Keefe claims that he came to this conclusion based upon the disconnected reference to an Army inspector and the installation of a dictaphone. He did not check the files and did not recall how this happened.

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b7C

Miss [redacted] handled these letters. She failed to place a notation as to the action taken on the letter that became detached.

18 MAY 10 1951

When a wire came in from SAC Mason on April 7 stating that Caroline Chambers had been killed, O'Keefe handled the wire and located one of the letters from Mrs. Chambers. He took this letter to Jones and Jones told him to bring it to my office. Neither Jones nor O'Keefe took any steps to check the criminal records or to make an exhaustive search of the files. The background memorandum requested of Jones was so unsatisfactory that it was necessary for me to redictate the memorandum and secure additional information. Jones also failed to secure an explanation from the stenographer who failed to make the notation and neither Jones nor O'Keefe apparently sensed the implications involved in this to the extent of trying to do anything to protect the Bureau's interest.

son \_\_\_\_\_  
d \_\_\_\_\_  
ss \_\_\_\_\_  
vin \_\_\_\_\_  
hole \_\_\_\_\_  
en \_\_\_\_\_  
cy \_\_\_\_\_  
bo \_\_\_\_\_  
mont \_\_\_\_\_  
r \_\_\_\_\_  
s. Room \_\_\_\_\_  
se \_\_\_\_\_  
ty \_\_\_\_\_  
LBN:mb

Memo to Mr. Tolson from Mr. Nichols  
Re: R. F. X. O'Keefe  
M. A. Jones

b6  
b7C

April 9, 1951

Mishandling of Caroline Chambers Correspondence

It was necessary for me to ask for the file check on Saturday night which located the letter to Mrs. James Chambers. Despite the fact, I requested Jones to put in his explanation as to why these communications were handled in the Crime Records Section, he did not check files but merely called Waikert and did not get the complete background. It was, therefore, necessary for me to search for this information and to prepare the explanation.

I think that on the handling of the letters, the acknowledgment prepared by O'Keefe telling Mrs. Chambers to rely upon her local law enforcement agency was satisfactory; however, the following are my conclusions and recommendations:

R. F. X. O'KEEFE:

Mr. O'Keefe mishandled the letter of January 2 which did not bear an acknowledged notation in that he placed a notation "Mental - No ack." on it without checking files. His basis for arriving at this conclusion is rather thin and in view of repeated instructions which I have issued to the Crime Records Section through Mr. Jones not to make notations which might later embarrass the Bureau, I think that O'Keefe's notation is absolutely unjustified and his dereliction in not checking the files is absolutely inexcusable. His further failure to take hold of this thing Saturday night is also inexcusable.

RECOMMENDATION: An up-to-date brief on Mr. O'Keefe is attached. He has had excellent ratings in the past. He was commended for his handling of the Alger Hiss case in New York and other cases. I recommend he be transferred back to New York and that he be censured for the handling of this letter.

M. A. JONES:

While Jones was not responsible for the handling of the correspondence, Jones did not get up a satisfactory explanation. He was not sufficiently concerned to start checking files, the Identification Division, etc., which I had to do. He failed to set forth a satisfactory account in his memorandum as to why such communications are handled in the Crime Records Section which I have had to do.

Memo to Mr. Tolson from Mr. Nichols  
Re: R. F. X. O'Keefe  
M. A. Jones

April 9, 1951

b6  
b7C

[redacted]  
Mishandling of Caroline Chambers Correspondence

RECOMMENDATION: I recommend that Jones be censured and placed on probation. A brief of his file is attached.

b6  
b7C

MILDRED M. SNOW:

Miss [redacted] is the stenographer who failed to indicate an acknowledgment to the letter carrying the notation "Mental - No ack. ROK." Miss [redacted] entered on duty on November 29, 1948, and is assigned to the Crime Records Section. She is in GS-4, \$2875. She was cautioned on October 25, 1950, growing out of an incident wherein the wrong name was used. She insisted that she furnished the name correctly and there was no reason to believe that she did not, although she was cautioned about the necessity of utilizing care. Her record has been good.

RECOMMENDATION: I recommend a letter of censure.

I agree  
H.

May 17, 1951

PERSONAL AND CONFIDENTIAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on April 10, 1951.

This report reflects that you have no disqualifying physical defects.

The electrocardiogram afforded you in this connection was found to be normal.

The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of performing strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

John Edgar Hoover  
Director

CC-Mr. Nichols ( P & C )

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

HLE:JLR

MAY 18 1951

2 MAY 23 1951  
RECEIVED READING ROOM  
MAY 17 3 54 PM '51  
F B I  
U S DEPT OF JUSTICE

see

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *Vm*

FROM : L. B. Nichols

SUBJECT: MILTON A. JONES  
CHIEF  
CRIME RECORDS SECTION  
GS-14, \$9,000.00

DATE: August 4, 1951

Tolson	
Ladd	
Clegg	
Glavin	
Nichols	
Rosen	
Tracy	
Harbo	
Alsen	
Belmont	
Laughlin	
Mohr	
Tele. Room	
Nease	
Gandy	

Mr. Jones was placed on probation on April 9, 1951, by virtue of the fact that a letter was mishandled in the Crime Records Section by Supervisor Robert O'Keefe. The action taken against Mr. Jones was based upon the fact that Mr. O'Keefe took a communication to Mr. Jones requiring immediate attention. Mr. Jones submitted an unfavorable background memorandum; he failed to secure an explanation from the stenographer who failed to make the proper notation; and he did not sense the implication of the communication.

Since that date Mr. Jones has not made any errors and has tightened up his supervision and he has turned in an excellent performance. I now regard his services as entirely satisfactory and recommend his removal from probation.

AUG 8 1951

FEDERAL BUREAU OF INVESTIGATION

3 AUG 23 1951

LBN:mrh

*Memo to Mr. Tolson  
re: Mr. Jones continued on  
probation and record,  
in Oct. 1951*

JEE/mrp 8-10-51

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

July 25, 1951

I certify that I have received the following Government property for official use

~~RECEIVED~~

1 Key 4729 (fits 4228)

actually is a key to  
4236

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

59 NOV 23 1951  
F109

RECORDED  
10 NOV 20 1951

Very truly yours,  
MA. Jones

Special Agent



## Office Memorandum • UNITED STATES GOVERNMENT

Mr. Tolson.....
Mr. Ladd.....
Mr. Clegg.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Tracy.....
Mr. Harbo.....
Mr. Alden.....
Mr. Belmont.....
Mr. Laughlin.....
Mr. Mohr.....
Tele. Room.....
Mr. Nease.....
Miss Gandy.....

TO : Mr. Glavin

FROM : H. L. *ESL*

SUBJECT: MILTON A. JONES  
Special Agent  
Chief, Crime Records Section  
Records and Communications Division

DATE: 8-10-51

RE: REMOVAL FROM PROBATION

This employee entered on duty 2-6-39 as a Special Agent in Grade CAF-9, \$3200 per annum, was reallocated to Grade CAF-14, \$8509.50 per annum on 7-1-49 and as a result of a basic salary increase and a uniform promotion, his salary was increased to GS-14, \$9000 per annum. He is now being considered for removal from probation.

By letter dated 4-19-51 he was censured and advised careful consideration had been given to the circumstances relating to his recent improper handling of a communication from the Miami Division regarding the violent death of Mrs. Caroline Chambers, of St. Cloud, Florida, from whom correspondence had been received in the Bureau and acknowledged several weeks ago and his handling of this matter was considered to have been very unsatisfactory. He was instructed by a Bureau official to submit a memorandum explaining the reason why correspondence such as that previously received from Mrs. Chambers was handled in his section but he failed to adequately explain the matter. He also apparently failed to recognize the implications involved in the situation in question and did not undertake the correlation of all pertinent information in the Bureau's files with the result that the Assistant Director in Charge of his Division had to do the things he had neglected. Because of the inadequate and improper fashion in which he carried out his responsibilities in this instance, he was placed on probation.

3 AUG 22 1951

RECORDED

67-109106-284

b6  
b7c

On 4-23-51 he was advised the facts concerning the incorrect salutation used in a letter recently sent to [redacted] Utah had been reviewed by the Bureau and he was considered to have been at fault in not discovering that error and having it corrected at the time he received and approved that communication.

10 AUG 1951

By letter dated 5-5-51 the Director thanked him for his suggestion concerning the possibility of Bureau employees writing personal notes to contacts in high schools and colleges in an effort to stimulate Bureau recruitment. He was advised that the necessary instructions were being forwarded to the field regarding this proposed recruitment method.

*Long*  
*was*  
*at*

On 7-31-51 Mr. Nichols rated him SATISFACTORY. In a separate communication dated 8-4-51 Mr. Nichols pointed out he was placed on probation by virtue of the fact that a letter was mishandled in the Crime Records Section by Supervisor Robert O'Keefe. The action taken against Jones was based upon the fact that O'Keefe took a communication to M. A. Jones requiring immediate attention. Jones submitted an unfavorable background memorandum; he failed to secure an explanation from the stenographer who failed to make the proper notation; and he did not sense the implication of the communication. Since that date Mr. Jones had not made any errors and had tightened up his supervision and had turned in an excellent performance. Mr. Nichols now regarded his services as entirely satisfactory and recommended he be removed from probation.

RECOMMENDATION: It is recommended that he be continued on probation and his removal reconsidered in October, 1951 in view of the letter directed to him on 4-23-51 while he was on probation.

HL Edwards  
HRE

JIC/mfp  
PERMANENT BRIEF IS ATTACHED.

Jugnes 8/8/11  
012/100  
411

September 7, 1951

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Sir:

The Bureau has noted the delay which was recently occasioned in the Crime Records Section in requesting an explanation from the New York Office as to inaccuracies in memoranda submitted by that office on certain Communist Party leaders.

Upon ascertaining that the Supervisor to whom this matter was assigned had other responsibilities which interfered with the immediate completion of this project, you should have taken steps to arrange for such assistance as was necessary to complete the assignment in an expeditious manner. Your failure to insure that this matter was handled promptly and your failure to arrange for additional assistance in the Crime Records Section to obviate such a delay are a matter of concern to the Bureau.

Should you be responsible for a similar dereliction in the future, more severe administrative action may be taken.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

CC - Mr. Nichols (CONFIDENTIAL)

3 SEP 12 1951  
SEP 8 9 37 AM '51  
RECORDED - 107116-205

U.S. DEPT. OF JUSTICE  
RECEIVED - DIRECTOR

COMM - FBI  
SEP - 8 1951  
MAILED 20

Tolson  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Belmont  
Mohr  
Tele. Room  
Nease  
Gandy

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: 10/11/51

FROM : H. L. Edwards

SUBJECT: MILTON A. JONES  
Special Agent  
Chief, Crime Records Section  
Records and Communications Division

Tolson	_____
Ladd	_____
Clegg	_____
Glavin	_____
Nichols	_____
Rosen	_____
Tracy	_____
Harbo	_____
Belmont	_____
Mohr	_____
Tele. Room	_____
Nease	_____
Gandy	_____

RE: REMOVAL FROM PROBATION

This employee entered on duty 2-6-39 as a Special Agent, CAF-9, was reallocated to Grade CAF-14, \$8509.50 per annum on 7-1-49, and as the result of a basic salary increase and a uniform promotion his present salary is \$9000 per annum in GS-14. He is being considered for removal from probation.

By letter dated 4-19-51 he was censured and advised careful consideration had been given to the circumstances relating to his recent improper handling of a communication from the Miami Division regarding the violent death of Mrs. Caroline Chambers, of St. Cloud, Florida, from whom correspondence had been received in the Bureau and acknowledged several weeks previous and his handling of this matter was considered to have been very unsatisfactory. He was instructed by a Bureau official to submit a memorandum explaining the reason why correspondence such as that previously received from Mrs. Chambers was handled in his section but he failed to adequately explain the matter. He also apparently failed to recognize the implications involved in the situation in question and did not undertake the correlation of all pertinent information in the Bureau's files with the result that the Assistant Director in Charge in his Division had to do the things he had neglected. Because of the inadequate and improper fashion in which he carried out his responsibilities in this instance, he was placed on probation.

b6  
b7C

On 4-23-51 he was advised the facts concerning the incorrect salutation used in a letter recently sent to [redacted] Utah had been reviewed by the Bureau and he was considered to have been at fault in not discovering that error and having it corrected at the time he received and approved that communication.

By letter dated 5-5-51 the Director thanked him for his suggestion concerning the possibility of Bureau employees writing personal notes to contacts in high schools and colleges in an effort to stimulate Bureau recruitment. He was advised that the necessary instructions were being forwarded to the field regarding this proposed recruitment method.

On 7-31-51 Mr. Nichols rated him SATISFACTORY. In a separate communication Mr. Nichols noted that since he had been placed on probation he had not made any errors and had tightened up his supervision and turned in an excellent performance. He regarded his services as entirely satisfactory and recommended he be removed from probation.

On 8-10-51 he was considered for removal from probation, but was passed over in view of the letter directed to him on 4-23-51 while he was on probation.

11 OCT 22 1951

On 9-7-51 he was censured by letter for his failure to insure that expeditious handling was given in the Crime Records Section to the clarification of inaccuracies in memos prepared by the New York Office for press release purposes on certain Communist Party leaders and for his failure to insure that additional assistance was available to handle the project since the supervisor to whom the matter was assigned had other responsibilities which delayed the prompt completion of the assignment.

On 10-6-51 Mr. Nichols rated him SATISFACTORY and advised that Mr. Jones did an exceedingly good job the past summer in the face of many difficulties occasioned by the shortage of personnel, a large volume of work and several perplexing problems. His services had been regarded entirely satisfactory for some months and it was thought that he had made a marked improvement and would continue to improve. It was recommended he be removed from probation.

RECOMMENDATION: It is recommended that he be continued on probation, and that he be reconsidered in December, 1951.

JEE/rlw

HJ Howard  
jr

Recommend removal  
from probation now.  
WJP 10/11  
1  
2 agree  
10/13  
9 agree  
10/14  
OK  
H

Let's keep adv  
if removal from file  
10/17/51

MR. TOLSON

September 5, 1951

L. B. NICHOLS

**TYPOGRAPHICAL ERROR IN LETTER TO  
MR. R. KEITH CARTER**

*[Handwritten signature]*  
Under date of August 23, 1951, a letter was directed to Mr. R. Keith Carter in acknowledgment of his letter of August 17. A typographical error appeared in the first line of the Bureau's letter as follows: "I received you very gracious letter...."

The following facts are submitted concerning the mishandling of this letter:

EOD 2-2-43

GS-3 \$2310

Assigned - Crime Records Section

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b7C

Miss  typed the letter to Mr. Carter and made the error as noted above and submitted it to her supervisor, Mr. Robert F. X. O'Keefe. She has no explanation for making this typographical error and overlooking it in proofreading. It was her responsibility to prepare the letter properly and submit it to Mr. O'Keefe in a correct form, which responsibility she failed to discharge. The principal responsibility for this error rests with Miss .

b6  
b7C

ROBERT F. X. O'KEEFE

EOD 2-2-43

Assigned - Crime Records Section

b6  
b7C

Mr. O'Keefe dictated the letter to Mr. Carter to Miss  and approved it as being correct. He failed to observe the typographical error. Mr. O'Keefe has the assignment of the preparation of correspondence in the Crime Records Section and it is his responsibility to see that all letters submitted for the Director's signature are correct and in proper form. He failed to properly discharge his responsibility by approving a letter which was not typographically correct. He has no logical explanation for his failure in this instance.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

FGH:mb

53  
3 SEP 25 1951

Memo to Mr. Tolson from Mr. Nichols  
Re: Typographical error in letter to  
Mr. R. Keith Carter

September 5, 1951

M. A. JONES

EOD 2/16/39

Assigned - Crime Records Section

Mr. Jones is Chief of the Crime Records Section and has the responsibility of supervision over all activities in this Section. This letter was submitted to him by Mr. O'Keefe for approval and Mr. Jones failed to detect the typographical error as noted above. It is Mr. Jones' responsibility to submit such letters for the Director's signature in correct and proper form which he failed to do in this instance. He has no logical explanation for this.

JOHN J. McGUIRE

EOD 10-7-35

Assigned - Mr. Nichols' Office

Mr. McGuire is the Number One man in the Records and Communications Division and as such has the responsibility of approving for me correspondence for the Director's signature. This responsibility entails his insuring that all correspondence is in correct and proper form. In this instance, Mr. McGuire failed to detect the typographical error as noted above and has no explanation to offer for his failure to discharge this responsibility.

C. L. TROTTER

EOD 3-22-34

Mr. Trotter in this instance had the assignment of reading mail for the Associate Director and insuring that such mail, prior to its submission to the Director for signature, was correct and in proper form. In this instance, Mr. Trotter failed to discharge his responsibilities as he did not detect the typographical error that has been noted above. Mr. Trotter has no excuse to offer for this.

[REDACTED]  
EOD 10/22/42

Assigned - Reading Room

b6  
b7C

[REDACTED] is assigned to the Reading Room and in this capacity has the responsibility of proofreading mail to

Memo to Mr. Tolson from Mr. Nichols  
Re: Typographical error in letter to  
Mr. R. Keith Carter

September 5, 1951

b6  
b7C

insure that it is correct as to form. One of her responsibilities is to detect typographical errors which she failed to do in this instance. Miss [ ] has no explanation.

Memoranda submitted by each of the above are attached.

ACTION RECOMMENDED:

b6  
b7C

[ ]  
The principal responsibility for this error was that of Miss [ ] and it is recommended that she be censured, placed on probation and reduced in salary from Grade GS-3, \$2810 to GS-2.

It is noted that on November 27, 1950, it was recommended that Miss [ ] be passed over for a Uniform Promotion Act increase because of numerous errors occasioned by her failure to properly proofread her work. At that time, she was making more errors than any other stenographer in the Crime Records Section.

b6  
b7C

On February 2, 1950, she received a letter of censure for failure to make a passing grade on the semiannual typing and shorthand examinations.

On February 13, 1950, Miss [ ] received an efficiency report of fair, chiefly because of mistakes in correspondence typed by her.

b6  
b7C

On June 1, 1950, she received a rating of Good on a special efficiency report at which time it was noted she was still making mistakes but had made an improvement.

Mr. Jones has advised that Miss [ ] has continued to experience mistakes in her work principally because of failure to properly proofread her work.

b6  
b7C



Memo to Mr. Tolson from Mr. Nichols  
Re: Typographical error in letter to  
Mr. R. Keith Carter

September 5, 1951

ROBERT F. X. O'KEEFE

It is recommended that a letter of censure be directed to Mr. O'Keefe for his failure to detect the error in this letter.

H. A. JONES

It is recommended that a letter of censure be directed to Mr. Jones for his failure to detect the error in this letter.

JOHN J. MCGUIRE

It is recommended that a letter of censure be directed to Mr. McGuire for his failure to detect the error in this letter.

G. L. TROTTER

It is recommended that a letter of censure be directed to Mr. Trotter for his failure to detect the error in this letter.

b6  
b7C

It is recommended that a letter of censure be directed to Miss [ ] for her failure to detect the error in this letter.

TO : MR. GLAVIN

FROM : H. L. EDWARDS

SUBJECT : COMMUNIST PARTY USA-BRIEF  
INTERNAL SECURITY - C

AUGUST 31, 1951

In connection with the handling of the press release material furnished by the New York Office in the captioned matter and the administrative action recommended against personnel of the New York Office for inaccuracies in this material, the Director has inquired, "Just why has it taken from June 15 to August 20 - 2 months to take this action?"

In response to the Director's inquiry it is noted that the original press material in this matter was submitted by the New York Office under date of June 15, 1951, and the matter was thereafter handled in the Crime Records Section of the Records and Communications Division until August 10, 1951. The material was received by the Administrative Division on August 11, 1951, and handled in that division until finally sent through on August 20, 1951.

EXPLANATION OF RECORDS AND COMMUNICATIONS DIVISION

Mr. H. A. Jones, Chief of the Crime Records Section, has pointed out that the press release material in this case was submitted from the New York Office under date of June 15, 1951, and that the press release on the arrests of the Communists was under date of June 20, 1951. The review of this material was not completed until just before the press release. Thereafter, Agent Supervisor R. E. Wick of the Crime Records Section, acting on instructions of Mr. Nichols, prepared a letter to the New York Office concerning the inaccuracies in the press release material and requesting an explanation. This letter to New York was dated July 20, 1951.

Mr. Jones advised that the primary reason for the failure to handle this matter more expeditiously in the Crime Records Section was that throughout practically the entire summer, this section has been operating on practically a skeleton crew of Supervisors. He pointed out that in addition to normal summer leave, two Supervisors regularly assigned to the section have been on a special inspection assignment for approximately six weeks and another Supervisor has been tied up most of the summer on another special assignment. During most of the pertinent period between June 20, 1951 and July 20, 1951, Supervisor Wick was functioning as the Number One man of the Crime Records Section, in addition to his numerous other duties. It was

FDH:ps

52  
3 SEP 25 1951

pointed out that in preparing the July 20 letter to New York requesting explanations, Mr. Wick made a meticulous and thorough study and analysis of the 21 summaries submitted by the New York Office so as to be absolutely sure that the criticism of that office would be on safe grounds. In connection with this study, he had numerous conferences with Supervisors in the Domestic Intelligence Division to iron out uncertainties. It was pointed out that Supervisor Wick worked on this matter over a period of several days and got it out just as expeditiously as he could, considering the various other matters which were pending at the time. Mr. Jones advised that he followed with Supervisor Wick on several occasions after the latter received this assignment to check on his progress. It was noted that during the pertinent period, the Crime Records Section was also getting out press release material on other Communists who were to be arrested and it was felt that that work should be given priority over the instant matter.

Mr. Jones has further pointed out that the New York Office submitted the requested explanations under date of July 31, 1951, and the New York reply was received in the Crime Records Section sometime during the first week of August (the exact time is not available as the original of this letter has previously been sent to the Director). Immediately upon receipt of this reply, Mr. Jones wrote a memorandum to Mr. Nichols under date of August 7, 1951, suggesting that the entire matter be referred to the Domestic Intelligence Division so that doubtful points raised by New York's explanation could be clarified, and that the matter then be referred to the Administrative Division for appropriate action. This memorandum was returned with several suggestions, including one that an appropriate letter be written immediately to SAG Scheidt of the New York Office. Accordingly, Mr. Jones immediately prepared the suggested letter and sent it through with a cover memorandum dated August 10, 1951. Thereafter, the Crime Records Section had no further connection with the handling of this matter.

#### EXPLANATION OF ADMINISTRATIVE DIVISION

This matter was handled in the Administrative Action Section of the Administrative Division from August 11, 1951, until finally sent through on August 20, 1951. The material was received by the Administrative Action Section at 10:59 AM on August 11, 1951, with instructions from Inspector J. P. Mohr to prepare individual memoranda on the various Agents involved, together with appropriate recommendations. This matter was given immediate attention and it was thereafter necessary to prepare 15 individual memoranda and to brief the personnel files of all 15 employees involved. In addition, it was necessary in each instance where inaccuracies or discrepancies had been noted

in the material forwarded by the New York Office, to thoroughly review the case file on the individual subject to determine the accuracy or inaccuracy of the data submitted by New York. It was further necessary to telephonically obtain certain information from the New York Office in order that the memoranda prepared might be complete and also to determine from the Crime Records Section what instructions were given the New York Office regarding the preparation of the press release material and what instructions were given to the Supervisors who reviewed this material at the Bureau. Appropriate memoranda also had to be obtained in certain instances from the Supervisors in the Domestic Intelligence Division who reviewed and made changes in New York material, and it was also necessary to obtain recommendations from Mr. Delmont in instances where it appeared the reviewing Supervisors were possibly at fault. All of the above entailed considerable work and time, but was handled as expeditiously as possible and the entire project was finally completed and the appropriate memoranda sent through on August 20, 1951.

During the period this matter was being handled in the Administrative Action Section, it was necessary to handle numerous other administrative actions which had to be handled as expeditiously as possible. In this connection, it was necessary to recall a Supervisor back from leave to assist in the work of this Unit because of the considerable volume of work received. It is further pointed out that during the period this particular matter was being handled, the three Supervisors in this Unit averaged over two hours per day voluntary overtime.

#### CONCLUSIONS AND RECOMMENDATION

It appears there was too long a delay on the part of the Crime Records Section in making a request of the New York Office for an explanation as to the inaccuracies noted. Inasmuch as Mr. Jones indicates this was not the fault of Supervisor Wick because of various other responsibilities he was called upon to perform during that period, it is recommended that a letter of censure be directed

to Mr. Jones because of his failure to arrange for additional assistance in handling the work of the Crime Records Section to insure more prompt attention was afforded the particular matter in question.

RELEVANT BRIEFS OF THE PERSONNEL FILES OF MR. JONES AND SUPERVISOR WICH ARE ATTACHED.

DIRECTORS NOTATION "I AGREE."

TILSONS NOTATION "OK."

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : MR. NICHOLS

FROM : M. A. JONES

SUBJECT : COMMUNIST PARTY, USA - BRIEF  
INTERNAL SECURITY - C

AUGUST 29, 1951

With regard to the handling of the press release material furnished by the New York Office in connection with the above matter, Supervisor F. D. Hereford brought to my attention this morning the attached material containing the Director's notation "Just why has it taken from June 15 to August 20 - 2 months to take this action?"

The following is submitted with regard to the phases of this matter handled in the Crime Records Section:

You will recall that the material was submitted from the New York Office under date of June 15, and that the press release on the arrests of the Communists was under date of June 20. The review of this material was not completed until just before the press release. You thereafter instructed Agent Wick of this Section to prepare an appropriate letter to New York concerning the inaccuracies and request an explanation. This letter was dated July 20.

The primary reason for our failure to handle this matter more expeditiously is the fact that throughout practically the entire summer we have been operating on what amounts to little more than a skeleton crew in so far as Supervisors are concerned. Two Supervisors have been assigned for practically six weeks to the inspection of the Administrative Division. We have had the normal amount of leave by Special Agents during the summer and Special Agent Kemper, as you know, has been tied up with the movie most of the summer and has not been available for other assignments. During most of the pertinent period between June 20 and July 20 Mr. Wick, in addition to his numerous other duties, was functioning as the Number 1 man of the Crime Records Section. In getting out the initial letter to New York requesting the explanation, Mr. Wick made a meticulous and thorough study and analysis of the twenty-one summaries submitted by the New York Office so as to be absolutely sure that the criticism of that Office would be on safe grounds. In connection with this study he had numerous conferences with the Supervisors in the Security Division to iron out uncertainties. Mr. Wick worked on this matter over a period of several days and got it out just as expeditiously as he could considering the various other matters which were pending at the time. It should be noted that I followed with Mr. Wick on several occasions after he received this assignment to check on his progress. You will recall that during the pertinent period we were getting out press release material on other Communists who were to be arrested and it was our feeling that that work should be given priority over the instant matter.

MAJ:mcg

3 SEP 26 1951

Memo to Mr. Nichols  
Re: Communist Party, USA-BRIEF  
INTERNAL SECURITY - C

August 29, 1951

The reply from the New York Office dated July 31st was received in this Section sometime during the first week of August (the exact time is not available). Immediately upon its receipt, I wrote a memorandum to you suggesting that the entire matter be referred to the Security Division so that doubtful points raised by New York's explanation could be clarified and then that the material be referred to the Administrative Division for appropriate action. You returned it with several suggestions including one that an appropriate letter be written immediately to Mr. Scheidt of the New York Office. Accordingly, I prepared right away a suggested letter and sent it through with my cover memorandum of August 10th which is attached.

The Crime Records Section had no further connection with this matter, it being my understanding that it was handled thence forth in the Investigative Division.

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: October 6, 1951

FROM : L. B. NICHOLS

 SUBJECT: M. A. JONES  
 CHIEF, CRIME RECORDS SECTION  
 GS-14, \$9000

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

Mr. Jones was placed on probation on April 9. I recommended on August 4 that he be removed from probation; however, this was not approved and it was recommended that he be reconsidered on October 1st in view of a letter directed to him under date of April 23, growing out of an error in the salutation of a letter.

Mr. Jones has done an exceedingly good job this past summer in the face of many difficulties occasioned by the shortage of personnel, a large volume of work and several perplexing problems. I have regarded his services entirely satisfactory for some months. I think Jones has made a marked improvement and will continue to improve.

I therefore recommend Jones' immediate removal from probation.

LBN:mb

Memo to Mr. Glavin  
 re: C.R. Jones  
 recom. Dec 1951  
 JLB (new)  
 10/11/51

RECORDED - 28

67-109106-207	
Searched	.....
Numbered	29
Filed	37
1 OCT 20 1951	
FEDERAL BUREAU OF INVESTIGATION	

37

11 OCT 25 1951



OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: August 29, 1951

FROM : M. A. Jones

SUBJECT:

Relet dated August 23, 1951, to R. Keith Carter, Thoroughbred Racing Protective Bureau, Inc., 20 North Wacker Drive, Chicago 6, Illinois.

There are attached memorandum from [ ] stenographer who made the mistake of misspelling the word "your" and memorandum from Mr. O'Keefe who dictated the letter.

b6  
b7C

When the outgoing letter dated the twenty-third came to my attention I read it carefully and noted that it was accurate. I returned it, however, to Mr. O'Keefe with specific instructions to add a brief note to the copy going to the field so that Omaha would have complete information as to the identity of this former Special Agent. Mr. O'Keefe dictated an appropriate note to Miss [ ]. The latter, however, instead of putting the note on the tickler already prepared, did on her own responsibility retype the whole thing including the original.

b6  
b7C

Miss [ ] is a most conscientious employee but for some reason she just cannot exercise the care necessary in the performance of her duties. As her personnel file reflects, I have on several occasions recommended that she not receive promotions or increases in salary which she ordinarily would be entitled to, because of this same carelessness which she has displayed in this particular instance.

b6  
b7C

Mr. O'Keefe obviously should have caught this mistake when the letter came to his attention the second time. I obviously should have caught it also. I checked the addition to the note which had been put on the yellow but inadvertently failed to note this mistake.

MAJ:ptm

134  
5-2-57 1951

October 17, 1951

Mr. Hilton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

The Bureau is pleased to advise you that you  
are being removed from a probationary status.

Sincerely yours,

John Edgar Hoover  
Director

cc: Mr. Nichols (Confidential)

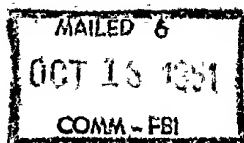
Mrs. [redacted]  
Movement Section  
Leave Section  
Miss [redacted] (Sent Direct)

b6  
b7C

JEE/rlw

rlw

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Alben \_\_\_\_\_  
Belmont \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



63 OCT 23 1951

RECEIVED READING ROOM  
OCT 17 3 18 PM '51  
F B I

118-1191-208  
27

*[Handwritten signature]*

*a*

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

0  
**MILTON A. JONES**

Name of Employee: \_\_\_\_\_

Where Assigned: DIVISION RECORDS & COMMUNICATIONS, CRIME RECORDS SECTION  
(Division) (Section, Unit)

Payroll Title: SPECIAL AGENT, CHIEF CRIME RECORDS SECTION, GS-14

Rating Period: from August 1, 1951 to October 6, 1951

ADJECTIVE RATING: Satisfactory  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

my

Rated by: [Signature] Assistant Director 10/6/51  
Signature Title Date

Reviewed by: \_\_\_\_\_  
Signature Title Date

Rating approved by: [Signature] Assistant Director OCT 22 1951  
Signature Title Date

### TYPE OF REPORT

RECORDED - 23

( ) Official

( ) Annual

( ) Administrative

( ) 60-day

( ) Transfer

( ) Separation from service

(x) Special Probation Report

67-109106-209	
Searched .....	Numbered .....
Filed .....	18
OCT 20 1951	
FEDERAL BUREAU OF INVESTIGATION	

63 OCT 23 1951

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee

MILTON A. JONES

Title

Special Agent  
Chief, Crime Records  
SectionRating Period: from 8/1/51 to 10/6/51

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
- Unsatisfactory.  
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- + (1) Personal appearance.  
+ (2) Personality and effectiveness of his personal contacts.  
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  
+ (4) Physical fitness (including health, energy, stamina).  
+ (5) Resourcefulness and ingenuity.  
+ (6) Forcefulness and aggressiveness as required.  
+ (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.  
+ (8) Initiative and the taking of appropriate action on own responsibility.  
+ (9) Planning ability and its application to the work.  
+ (10) Accuracy and attention to pertinent detail.  
+ (11) Industry, including energetic consistent application to duties.  
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.  
+ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.  
+ (14) Technical or mechanical skills.  
+ (15) Investigative ability and results:  
     + (a) Internal security cases  
     + (b) Criminal or general investigative cases  
     + (c) Fugitive cases  
     + (d) Applicant cases  
     + (e) Accounting cases  
+ (16) Physical surveillance ability.

- + (17) Firearms ability.  
+ (18) Development of informants and sources of information.  
+ (19) Reporting ability:  
     + (a) Investigative reports  
     + (b) Summary reports  
     + (c) Memos, letters, wires  
     (Consider: + conciseness; + clarity; + organization; + thoroughness; + accuracy; + adequacy and pertinency of leads; + administrative detail.)  
+ (20) Performance as a witness.  
+ (21) Executive ability:  
     + (a) Leadership  
     + (b) Ability to handle personnel  
     + (c) Planning  
     + (d) Making decisions  
     + (e) Assignment of work  
     + (f) Training subordinates  
     + (g) Devising procedures  
     + (h) Emotional stability  
     + (i) Promoting high morale  
     + (j) Getting results  
+ (22) Ability on raids and dangerous assignments:  
     + (a) As leader  
     + (b) As participant  
+ (23) Organizational interest, such as making of suggestions for improvement.  
+ (24) Ability to work under pressure.  
+ (25) Miscellaneous. Specify and rate:  
     \_\_\_\_\_  
     \_\_\_\_\_  
     \_\_\_\_\_

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): SUPERVISOR

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): \_\_\_\_\_

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING :

Satisfactory

Outstanding, Satisfactory, Unsatisfactory

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

CC-5

10-22-51

I certify that I have ~~received~~ the following Government property for official use:  
returned

Identification Badge # 3759

ALPHABETICAL

NOT RECORDED  
13 OCT 24 1951

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

FILE

WRG

PER WJP

Very truly yours,

*Milton A. Jones*  
Milton A. Jones, SA

52-141  
OCT 31 1951

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *Vm*

FROM : L. B. Nichols

SUBJECT: MILTON A. JONES  
CRIME RECORDS SECTION

DATE: October 26, 1951

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Under date of September 7, 1951, a letter of censure was directed to Mr. Milton A. Jones of Crime Records Section for failure of the Crime Records Section to follow up on an explanation from the New York Office as to inaccuracies in memoranda submitted by that office on certain Communist Party leaders. This grew out of press release data submitted by New York wherein we found inaccuracies and called for an explanation.

At the time we found the inaccuracies I instructed this be followed up, however, we were short-handed at the time supervisors either being on leave, tied up on inspections or handling other expedite matters. Both Mr. Jones and Mr. Wick advised me this project was pending. I insisted that it be handled on an item by item basis and that it should be deferred until other more pressing matters were handled.

I am submitting this memorandum in all fairness because I felt assignments which I had given Jones, Wick, and others kept them from following through. I think this should be made a matter of record in the event any weight is given to this letter of censure so far as Jones is concerned in the future.

cc: Mr. Jones

LBN:CMC

RECORDED-33

67-109106-210

Searched \_\_\_\_\_  
Numbered 94  
100

8 OCT 31 1951

FEDERAL BUREAU OF INVESTIGATION

35 OCT 31 1951

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

CC-

1-11-52

I certify that I have received the following Government property for official use  
returned:

*pus*  
SUPERVISOR'S MANUAL # 92  
(issued Jan. 2, 1952)

RETURNED

SUPERVISOR'S MANUAL # 92  
(issued Aug. 21, 1950)

ALPHABETICAL

READ

The Government property which you hereby acknowledge  
is charged to you and you are responsible for taking  
care of it and returning it when its use has been  
completed. DO NOT MARK OR WRITE ON IT OR MUTILATE  
IT IN ANY WAY.

FILE  
WRG

PER \_\_\_\_\_

Very truly yours,

*M. A. Jones*

M. A. Jones, SA

64 MAR 11 1952 *208*



80 80  
March 5, 1952

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

The Bureau has given careful consideration to all of the circumstances relating to the failure on the part of a Supervisor assigned to your section to include in a memorandum which he prepared recently a very pertinent reference contained in the Bureau's files which had a very definite bearing upon the decision to be taken in response to a request for the Bureau's cooperation and it is apparent that this oversight was without any justification whatever. Your attention has previously been called to the necessity of utilizing meticulous care in such matters, but notwithstanding this, such care was not manifested in the instance referred to above.

It is necessary, therefore, to impress upon you at this time that both you and the employees under your supervision will be expected to take the necessary measures to avoid any repetition of such errors and unless this is done, further administrative action may follow.

Very truly yours,

J. Edgar Hoover  
John Edgar Hoover  
Director

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

CC: Mr. Nichols (Confidential)



MAR 5 2 21 PM '52  
U.S. DEPT. OF JUSTICE  
FBI  
RECEIVED - DIRECTOR  
211

11 MAR 13 1952

4-76

## FEDERAL BUREAU OF INVESTIGATION

Room 3-3, 1952

Phone 645  
646  
647

Director 5633	XXXX Mr. Newman 5524
Mr. Tolson 5744	Mr. Renneberger
Mr. Ladd 5736	B-114
Mr. Belmont 1742	Mr. Rogers 5228
Mr. Clegg 5256	Mr. Trotter 7204
Mr. Glavin 5517	Mr. Wick 5640
Mr. Harbo 7625	Records Section
Mr. Nichols 5640	Personnel Files
Mr. Rosen 5706	Mail Room 5533
Mr. Tracy 4130IB	Supply Room B-118
Miss Gandy 5633	Tours 5627
Mr. Holloman 5633	Reading Room 5531
Mr. Leonard 6222IB	Photo. Lab. 7620
Mr. McGuire 5640	Mr.
Mr. Mohr 5744	Miss
Mr.	Room

CRIME RECORDS SECTION

Mr. Jones	Call Me
Mr. Bishop	See Me
Mr. [redacted]	APPROPRIATE ACTION
Mr. Dalbey	NOTE & RETURN
Mr. Davis	SERIALIZE & RETURN
Mr. [redacted]	Room 4240
Mr. Hart	Mrs. [redacted]
Mr. Heim	Miss [redacted]
Mr. Kemper	Mrs. [redacted]
Mr. Leinbaugh	Miss [redacted]
Mr. Nagel	Miss [redacted]
Mr. [redacted]	Miss [redacted]
Mr. Suttler	Miss [redacted]
Mr. [redacted]	Mrs. [redacted]
Mr.	Miss

b6  
b7C

b6  
b7C

b6  
b7C

Some months ago I advised one of your assistants that the attached card had previously been turned in. Lo and behold, in looking through my briefcase this morning I found it so here

it is. (TAX CARD J-1227 - detached)

11 MAR 12 1952

Mr. A. Jones  
Crime Records Section

NOT RECORDED

File  
3 min  
[signature]

JJM:CMC

NAME: MILTON A. JONES

SPECIAL AGENT (CHIEF OF THE CRIME  
RECORDS SECTION)

EOD: 2-6-39

GRADE AND SALARY: GS-14, \$9000

OFFICE OF PREFERENCE: (1) Washington (2) Richmond (3) Louisville

ASSISTANT TO THE DIRECTOR L. B. NICHOLS

Mr. Jones entered on duty as an Agent in the Bureau on February 6, 1939, and after field experience has been assigned to the Seat of Government since February 20, 1940, and has been Chief of Crime Records Section since March 1, 1944. He is a prodigious worker and has always handled a volume of work far in excess of the average Bureau supervisor. He is above average in intelligence and is extremely conscientious in handling his assignments in a commendable manner. Mr. Jones was placed on probation on April 9, 1951, as the result of a letter being mishandled in his unit by a Special Agent supervisor. He was also censured on April 23, 1951, as the result of an error in the salutation of a letter. Despite these instances, Jones has done an exceedingly good job in the face of many difficulties occasioned by a shortage of personnel and a large volume of work this past summer, and I regard his handling of the Crime Records Section as entirely satisfactory. He has made marked improvement and will continue to improve. Mr. Jones has now been removed from probation.

Inspector Harbo:

Mr. Jones makes a neat appearance, is conscientious, intelligent, and a very hard worker. He is very loyal to the Bureau and nothing was found during the inspection to indicate that he was not performing satisfactorily as Chief of the Crime Records Section. M

INSPECTION REPORT  
RECORDS AND COMMUNICATIONS DIVISION  
CRIME RECORDS SECTION

INSPECTOR TORO HARBO  
JAN 21 1952  
November 15, 1951

B Jan 21 1952  
2-M

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS  
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

CC-270  
(1-1-50)

NAME JONES, Milton A. AGE 39 YEARS, 2 MONTHS  
NATIVITY (state of birth) Ky. MARRIED, SINGLE, WIDOWED: M NUMBER OF CHILDREN 3  
FAMILY HISTORY Brother living and well.

HISTORY OF ILLNESS OR INJURY U.C.D. - tonsillectomy, 15 years ago; Typhoid fever, 1933;  
Have trouble with back at present time.

HEAD AND FACE N

EYES: PUPILS (size, shape, reaction to light and distance, etc.) N

DISTANT VISION RT. 20/ 20, corrected to 20/

LT. 20/ 20, corrected to 20/

COLOR PERCEPTION Normal AOC 1940

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS No

EARS: HEARING RT. WHISPERED VOICE /15' CONVERSATIONAL SPEECH 15/15'

LT. WHISPERED VOICE /15' CONVERSATIONAL SPEECH 15/15'

DISEASE OR DEFECTS N O

NOSE N

SINUSES N (Disease or anatomical defect, obstruction, etc. State degree)

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS N

TEETH AND GUMS (disease of anatomical defect):

MISSING TEETH #1, 15, 16, 17, 32

NONVITAL TEETH

PERIAPICAL DISEASE

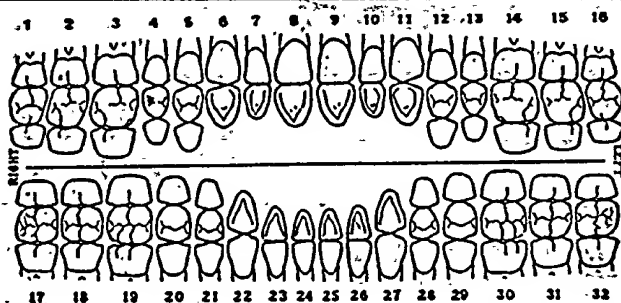
MARKED MALOCCLUSION

PYORRHEA ALVEOLARIS

TEETH REPLACED BY BRIDGES

DENTURES

REMARKS



RECORDED BY J. E. O'Malley, Lt, jg, DC, USN

(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE Large frame

TEMPERATURE normal CHEST AT EXPIRATION 41 1/2"

HEIGHT 73 CHEST AT INSPIRATION 45 inches

WEIGHT 202 CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 31"

RECENT GAIN OR LOSS, AMOUNT AND CAUSE No

SKIN, HAIR, AND GLANDS N

NECK (abnormalities, thyroid gland, trachea, larynx) N

SPINE AND EXTREMITIES (bones, joints, muscles, feet) N - Sacral strain

92 APR 3 1952

THORAX (size, shape, movement, rib cage, mediastinum) N  
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. N  
Chest X ray - negative 267720

CARDIO-VASCULAR SYSTEM N  
HEART (note all signs of cardiac involvement) N  
ECG - normal

PULSE: BEFORE EXERCISE 70 BLOOD PRESSURE: SYSTOLIC 112  
AFTER EXERCISE 84 DIASTOLIC 64  
THREE MINUTES AFTER 70  
CONDITION OF ARTERIES good CHARACTER OF PULSE regular  
CONDITION OF VEINS good HEMORRHOIDS no

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) N

GENITO-URINARY SYSTEM N  
URINALYSIS: SP. GR. 1.026 ALB. neg SUGAR neg MICROSCOPICAL neg.  
VENEREAL DISEASE No

NERVOUS SYSTEM N  
(organic or functional disorders)  
ROMBERG N INCOORDINATION (gait, speech) N  
REFLEXES, SUPERFICIAL N DEEP (knee, ankle, elbow) N TREMORS N  
SEROLOGICAL TESTS: Kahn - negative BLOOD TYPE A2 positive  
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) No

SMALLPOX VACCINATION: DATE OF LAST VACCINATION \_\_\_\_\_  
TYPHOID PROPHYLAXIS: NUMBER OF COURSES \_\_\_\_\_  
DATE OF LAST COURSE \_\_\_\_\_  
REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE \_\_\_\_\_

SUMMARY OF DEFECTS None

CAPABLE OF PERFORMING DUTIES INVOLVING strenuous PHYSICAL EXERTION  
IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS  
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS yes (yes or no)  
(when no. is given state cause) \_\_\_\_\_

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary) \_\_\_\_\_

DATE OF EXAMINATION 3/20/52  
EMPLOYEE'S INITIALS \_\_\_\_\_

s. Lt. Jg  
25 March 1952

March 29, 1952

PERSONAL & CONFIDENTIAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on March 20, 1952.

This report reflects that you have no disqualifying physical defects.

The electrocardiogram afforded you in this connection was within normal limits.

The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of performing strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

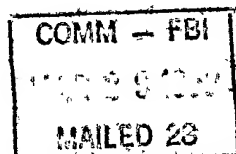
Sincerely yours,

*J. E. Hoover*  
John Edgar Hoover  
Director

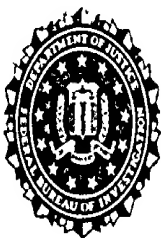
CC-Mr. Nichols ( P & C )

JVB:jlrs

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Algen \_\_\_\_\_  
Belmont \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



92 APR 3 1952



United States Department of Justice  
Federal Bureau of Investigation  
Washington, D. C.



Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~MONEY ORDER~~) the sum of \$10, payable to the Chief Clerk of the FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Chief Clerk of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name  Relationship  Date 3/2/52  
Address Rt 1 Box 438, Annandale, Va

b6  
b7C

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name  Relationship  Date 3/2/52  
Address Rt 1, Box 438, Annandale, Va

ack 57  
14 MAR 25 1952  
JTG

Very truly yours,

*Milton A. Jones*  
Special Agent

67-EST RECEIVED

# FEDERAL BUREAU OF INVESTIGATION

## UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

*0*  
**MILTON A. JONES**

Name of Employee: \_\_\_\_\_

*Records and  
Communications Division*      *Crime Records Section*

Where Assigned: \_\_\_\_\_  
(Division)      (Section, Unit)

*Special Agent, Chief Crime Records Section GS-14*

Payroll Title: \_\_\_\_\_

Rating Period: from *April 1, 1951* to *March 31, 1952*

ADJECTIVE RATING: *Satisfactory*  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

*maj*

Rated by:

*L. B. Nichols*

Signature

*Assistant to  
the Director*

Title

*April 15, 1952*

Date

Reviewed by:

Signature

Title

Date

Rating approved by:

Signature

*ASSISTANT DIRECTOR*

Title

*APR 19 1952*

Date

TYPE OF REPORT

☒ Official☒ Annual☐ Administrative☐ 60-day *2 APR 17 1952*☐ Transfer☐ Separation from service☐ Special*67-169166-213*

Searched \_\_\_\_\_

Numbered *54**2 APR 17 1952*

FEDERAL BUREAU OF INVESTIGATION

*6*  
**92 APR 21 1952**



NARRATIVE COMMENTS

APR 17 1952

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

3

3

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

**MILTON A. JONES****Special Agent -**

Name of Employee \_\_\_\_\_

Title **Chief Crime Records**Rating Period: from **4/1/51** to **3/31/52**

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
- Unsatisfactory.  
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- ✓ (1) Personal appearance.  
✓ (2) Personality and effectiveness of his personal contacts.  
✓ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  
✓ (4) Physical fitness (including health, energy, stamina).  
✓ (5) Resourcefulness and ingenuity.  
✓ (6) Forcefulness and aggressiveness as required.  
✓ (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.  
✓ (8) Initiative and the taking of appropriate action on own responsibility.  
+ (9) Planning ability and its application to the work.  
+ (10) Accuracy and attention to pertinent detail.  
+ (11) Industry, including energetic consistent application to duties.  
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.  
+ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know-how' of application.  
+ (14) Technical or mechanical skills.  
✓ (15) Investigative ability and results:  
     - (a) Internal security cases  
     - (b) Criminal or general investigative cases  
     - (c) Fugitive cases  
     - (d) Applicant cases  
     - (e) Accounting cases  
✓ (16) Physical surveillance ability.

- ✓ (17) Firearms ability.  
✓ (18) Development of informants and sources of information.  
✓ (19) Reporting ability:  
     - (a) Investigative reports  
     - (b) Summary reports  
     + (c) Memos, letters, wires  
     (Consider: - conciseness; - clarity; - organization; - thoroughness; - accuracy; - adequacy and pertinency of leads; - administrative detail.)  
✓ (20) Performance as a witness.  
✓ (21) Executive ability:  
     + (a) Leadership  
     + (b) Ability to handle personnel  
     + (c) Planning  
     + (d) Making decisions  
     + (e) Assignment of work  
     + (f) Training subordinates  
     + (g) Devising procedures  
     + (h) Emotional stability  
     + (i) Promoting high morale  
     + (j) Getting results  
+ (22) Ability on raids and dangerous assignments:  
     + (a) As leader  
     + (b) As participant  
+ (23) Organizational interest, such as making of suggestions for improvement.  
+ (24) Ability to work under pressure.  
- (25) Miscellaneous. Specify and rate:  
     \_\_\_\_\_  
     \_\_\_\_\_  
     \_\_\_\_\_

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.):

Supervisor

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Research

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING: \_\_\_\_\_

Satisfactory  
 Outstanding, Satisfactory, Unsatisfactory

April 15, 1952

M. A. JONES

EOD 2/6/39

GS-14, \$9,800

Assigned - Chief, Crime Records Section

Mr. Jones is exceedingly conscientious and is an industrious worker. He tries to do too much himself and occasionally does make mistakes. He is perfectly competent, is trustworthy and I consider him to be entirely satisfactory.

m AJ

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols  
 FROM : M. A. Jones  
 SUBJECT: PARKING TICKET

DATE: April 25, 1952

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Alden \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Laughlin \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

As a matter of record, you are advised that I received a parking ticket on the night of April 23. I was parked in an alley at the rear of the First Baptist Church here in the city. The church has control over the section of the alley behind its property, but over the years those attending church meetings and services have likewise parked in the remainder of the alley. In fact on the night in question the entire alley was full of cars of people who were attending a church meeting. Another man and I went out together to get our cars a considerable time after the meeting had broken up and each had a parking ticket. It appears that the officer was under the impression that the cars were being left there for the night and accordingly gave us tickets. The appropriate sum has been paid with regard to this matter.

MAJ:mms

RECORDED-84

67-109106-214	
Searched	.....
Numbered	88.....
3 MAY 1 1952	
FBI - NEW YORK	

89 MAY 6 1952

PERM

DO-8

OFFICE OF DIRECTOR  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

July 10, 1952

The following agents have requested to see the Director to express their appreciation for their raises. Their file briefs have been requested.

~~SA M.A. JONES~~

~~Chief, Crime Records Section  
(From GS-14 to GS-15)~~

~~SA A.E. LEONARD~~

~~Chief, Statistical Section  
(From GS-14 to GS-15) Mr. Leonard is at the Identification Building and it will take about 20 minutes for him to reach the office.~~

~~SA B.M. SUTTLER~~

~~Supervisor, Crime Records Section  
(From GS-13 to GS-14) Mr. Suttler will be out of the Building after 2:30 PM for a few hours and the Director will be advised upon his return.~~

~~SA~~

~~Supervisor, Crime Records Section  
(From GS-13 to GS-14)~~

Mr. Tolson \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Belmont \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Laughlin \_\_\_\_\_  
Mr. Jones \_\_\_\_\_  
Mr. Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Holloman \_\_\_\_\_  
Miss \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

b6  
b7C

b6  
b7C

RECORDED-66

67-109106-215  
Searched \_\_\_\_\_  
INDEXED \_\_\_\_\_  
53  
JUL 15 1952  
FEDERAL BUREAU OF INVESTIGATION

111  
89 JUL 30 1952

REPORT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

I certify that I have received the following Government property for official use:

~~RETURNED~~  
INSPECTOR'S MANUAL # 76  
(Issued April 7, 1952)

RETURNED

INSPECTOR'S MANUAL # 259  
(Issued May 21, 1945)

CHECK ONE: Destroyed in Field Office  
Returned to Bureau

R E A D

ALPHABETICAL

NOT RECORDED

PER

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IN ANYWAY.

Very truly yours,

Milton A. Jones  
Milton A. Jones, SA

1. Agency and organizational designations U.S. Department of Justice Federal Bureau of Investigation	2. Pay roll period	3. Block No.	4. Slip No. 2813
--	--------------------	--------------	---------------------

5. Employee's name (and social security account number when appropriate) MR. WILTON A. JONES	6. Grade and Salary SA GS 14 \$9800
---	--

### PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET P
7. Previous normal										
8. New normal										
9. Pay this period										

10. Remarks:	11. Appropriation(s) 	12. Prepared by
		13. Audited by

☒ Periodic step-increase
 ☐ Pay adjustment
 ☐ Other step-increase

14. Effective date 7-6-52	15. Date last equivalent increase 1-7-51	16. Old salary rate \$9800	17. New salary rate \$10,000	18. Performance-rating is satisfactory or better.  (Signature or other authentication)
------------------------------	---	-------------------------------	---------------------------------	--

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s): <input checked="" type="checkbox"/> No excess LWOP. Total excess LWOP	(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period. JW/bfb Initials of Cle
---	---

STANDARD FORM NO. 1126—Revised  
 Form prescribed by Comp. Gen., U. S.  
 Nov. 8, 1950, General Regulations No. 102

95 JUL 10 1952

PAY ROLL CHANGE SLIP—PERSONNEL COPY

24  
10/10

0

I am indeed pleased to advise you that you are being promoted from the position of Special Agent, \$10,000 per annum in Grade GS 14, to the position of Special Agent, \$10,800 per annum in Grade GS 15, effective July 20, 1952. This promotion is temporary in accordance with Public Law #843, approved September 27, 1950.

✓ 700

Jul 9 4 51 PM '52

U.S. DEPT. OF JUSTICE  
RECEIVED  
F. B. I.  
JUL 9 4 04 PM '52  
116-211-116  
JUL 11 1952  
U.S. DEPT. OF JUSTICE  
RECEIVED  
F. B. I.  
JUL 9 4 04 PM '52  
116-211-116  
JUL 11 1952  
U.S. DEPT. OF JUSTICE  
RECEIVED  
F. B. I.  
JUL 9 4 04 PM '52  
116-211-116  
JUL 11 1952

127  
39 JUL 17 1952



July 23, 1952

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

Careful consideration has been given to the information submitted regarding the recent unwarranted delay in the preparation of correspondence for the Attorney General's signature to the National Association of County and Prosecuting Attorneys.

The delay which occurred in preparing this correspondence was inexcusable and could easily have been avoided if you had seen to it that this matter had been afforded the expeditious handling in your section which it should have received. In a situation such as this, it is imperative that the proper action be taken immediately and without any undue delay whatsoever, and it should be distinctly understood that in the future, matters of this nature must be handled in your section in a more expeditious and satisfactory manner so as to prevent any recurrences.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

FDH:fsb, ✓  
CC: Mr. Nichols (Personal and Confidential)

FBI

RECEIVED-NY 1000H

JUL 23 2 10 PM '52  
RECEIVED MAIL ROOM  
FBI

JUL 24 1952  
2 51 PM '52  
S. DEPT. OF JUSTICE  
RECEIVED  
DIRECTOR

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin  
Harbo  
Rosen  
Tracy  
Laughlin  
Mohr  
Tele. Rm.  
Holloman  
Gandy

80 AUG 24 1952  
COMM-FBI

Mr. Tolson	✓
Mr. Ladd	✓
Mr. Nichols	✓
Mr. Belmont	✓
Mr. Clegg	✓
Mr. Glavin	✓
Mr. Harbo	✓
Mr. Rosen	✓
Mr. Tracy	✓
Mr. Laughlin	✓
Mr. Mohr	✓
Tele. Room	✓
Mr. Holloman	✓
Miss Gandy	✓

July 10, 1952

Mr. John Edgar Hoover  
Director  
Federal Bureau of Investigation  
U. S. Department of Justice  
Washington, D. C.

Dear Mr. Hoover:

As I told you personally this afternoon, I was most agreeably surprised to receive your letter of July 10 advising me of my promotion to Grade GS 15 effective July 20, 1952. Aside from the monetary considerations involved, I am particularly grateful for this expression of confidence in my efforts here at the Bureau.

I do hope that we will have the privilege of your guidance and wise counsel in the operation of the Bureau for many, many more years to come.

Sincerely yours,

*M. A. Jones*  
M. A. Jones

12 10 55 AM

67-	67-NOT RECORDED
Searched .....	Numbered .....
8 JUL 16 1952	
FEDERAL BUREAU OF INVESTIGATION	

89 JUL 17 1952

*Jeff*  
DIRECTOR

U. S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON 25, D. C.

FORM APPROVED  
BUDGET BUREAU NO. 50-R064

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR. MISS MRS. FIRST MIDDLE INITIAL LAST) <b>MR. MILTON A. JONES</b>		2. DATE OF BIRTH <b>1-24-13</b>	3. JOURNAL OR ACTION NO. <b>F. B. I. 937</b>	4. DATE <b>7-11-52</b>
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>PROMOTION</b>		6. EFFECTIVE DATE <b>7-20-52</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>Schedule A Part 5.303(E)</b>	
FROM		TO		
Special Agent GS 14 \$10,000 per annum		8. POSITION TITLE  9. SERVICE, GRADE, SALARY  GS 15 \$10,000 per annum		
		10. ORGANIZATIONAL DESIGNATIONS		
		11. HEADQUARTERS		
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE <input checked="" type="checkbox"/> 5 PT. <input type="checkbox"/> 10 POINT <input type="checkbox"/> WWI <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/>		
15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F	16. RACE <input checked="" type="checkbox"/> W <input type="checkbox"/> O	17. APPROPRIATION S. & E., FBI FROM: TO:		18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
		19. DATE OF OATH (ACCESSIONS ONLY)		20. LEGAL RESIDENCE <b>Virginia</b>
REMARKS  The provisions of the Universal Military Training and Service Act of 1951 have been complied with. This promotion is temporary in accordance with Public Law 4043, approved 9-27-50. The classification grade of this position is subject to post-audit and correction pursuant to Section 1310 of the Supplemental Appropriation Act, 1952 - Public Law 4253, approved 11-1-51.  Form changed to form 50-101-1 PL 703				
SIGNATURE OR OTHER AUTHENTICATION  <b>NOT RECORDED</b>				

October 7, 1952

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

With reference to a telegram that was received by the Bureau from Mr. George A. Touraine on September 21, 1952, it is noted that the reply was not prepared by your section until September 25. You apparently failed to recognize the importance of this telegram and further failed to afford it your personal attention to insure that the answer was promptly prepared.

It is felt that your failure to follow to insure the most expeditious handling of such an important matter was most serious and it is expected that in the future you will be alert to analyze carefully all incoming correspondence and to afford matters of importance such as this your personal attention in order that replies may be prepared immediately.

Very truly yours,

J. Edgar Hoover

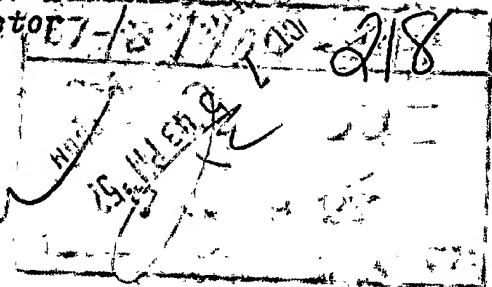
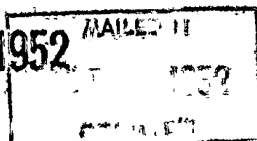
John Edgar Hoover  
Director

CC: Mr. Nichols (Confidential)

WST:ple

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

40 OCT 13 1952



RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

I certify that I have received the following Government property for official use:  
~~returned~~

Key to Room #4229 - 447

READ

26  
8  
The Government property which you hereby acknowledge  
is charged to you and you are responsible for taking  
care of it and returning it when its use has been  
completed. DO NOT MARK OR WRITE ON IT OR MUTILATE  
IT IN ANY WAY.

FILE  
WAG  
PER *jm*  
NOT RECORDED

Very truly yours,

M. A. Jones, SA *MAJ*

I recommend that Section Heads at the Seat of Government be reallocated to Grade GS 15 and Unit Heads to Grade GS 14.

b6  
b7C

Mr. Milton A. Jones, presently in GS 14, is Chief of the Crime Records Section. I think this position should be reallocated to GS 15 and his assistant, Supervisor [REDACTED], should be considered for GS 14. [REDACTED] is now in GS 13.

Director notation "O.K."

(Excerpt from 67-02-3138)

130  
30 AUG 21 1952

NOT RECORDED

423  
CC-5

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

8-18-52.

I certify that I have received the following Government property for official use  
~~returned~~

Manual of Leave Regulations #227

R E A D

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.

FILE  
WRG

PER *[Signature]*  
67-NOT RECORDED.

Very truly yours,  
*Milton A. Jones*  
Milton A. Jones, SA

122  
30 AUG 21 1952

## Office Memorandum . UNITED STATES GOVERNMENT

TO : Mr. Tolson  
FROM : L. B. Nichols

DATE: July 21, 1952

SUBJECT: FAILURE TO MORE EXPEDITIOUSLY PREPARE LETTERS  
FOR ATTORNEY GENERAL'S SIGNATURE TO NATIONAL  
ASSOCIATION OF COUNTY AND PROSECUTING ATTORNEYS

I am attaching Mr. Jones' explanation for the delay in handling the preparation of replies more promptly.

1. Mr. Jones says it was due possibly to his lack of information.

Comment:

The Director had noted Mr. Clegg was to be assigned. I also so informed Jones. I cannot accept this excuse; it is an alibi.

2. Mr. Jones says the delay was partially due to a lack of familiarity on the part of those who prepared the letters.

Comment:

This might be true, and if it is, the delay is all the more inexcusable. Letters have been prepared for the Attorney General's signature in Crime Records for years. The Stenographers' Manual also sets forth the details.

3. Mr. Jones builds up his alibi with a harangue of getting back to his office at 4:10, having no knowledge of prior correspondence the Attorney General had with these people, and he didn't know if Mr. Clegg was to handle the subjects of Cooperation and Progress under the Internal Security Act which caused delay until 4:30. At that time he called me and I told him Clegg was to handle both, and later, around 5 P.M., he received the Director's memo on the subject.

Comment:

The Director's memo was not even necessary to answer the letters in view of the Director's notation. Had Jones had any questions, he could have called me at 4:15 instead of 4:30. I cannot accept this part of his explanation.

LBN:md

122



Memorandum to Mr. Tolson

July 21, 1952

4. Jones says Bishop dictated the letters to one steno as it would save time.

Comment:

I don't blame Bishop and so far as I am concerned he does not figure in this. Jones has been around long enough to know I don't call him to my office and personally give him an assignment unless there is urgency. Jones should have told Bishop to use two girls.

5. Jones says Miss [ ] lacked familiarity in preparing the letters for the Attorney General's signature.

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Comment:

Mr. Jones has rated her as an excellent stenographer. She is in Grade 5 and has been in the Bureau since 1948. I doubt her competence and I am asking Mr. Jones to justify his recommendation on her without sending me any more alibis.

6. Jones says he doesn't recall any similar letters being prepared in this Section during the last 8 or 10 months.

Comment:

This is so much hog-wash and if there were no such letters in the past 10 years it would make no difference. Jones should know how to prepare letters if the stenos didn't.

7. Jones says additional time was lost searching for unfranked envelopes of the Attorney General's office.

Comment:

I can understand this as an explanation but the fact remains Jones should have seen to it that there were such envelopes.

8. Jones finally says he regrets delay in view of the complicated nature of the letters and even the Reading Room didn't recall an assembly problem similar to that involved in these particular letters.

Comment:

Jones is an exceedingly well-educated man, he has vast Bureau experience, and even if this problem was new a little common sense would have solved the problem.

Memorandum to Mr. Tolson

July 21, 1952

CONCLUSIONS AND RECOMMENDATIONS:

1. This delay was caused because Jones simply missed the boat and was not geared to get the job done. It is as simple as that.
2. I should have dictated the letters in 5 minutes and had my girls do the job. We could have had them out in an hour. I deserve to be censured for not having done this myself.
3. Jones has insulted my intelligence by his long-winded alibi that doesn't hold water and should Jones ever again engage in such an explanation I intend to recommend his removal immediately.
4. In view of Mr. Jones' failure to have his people trained to handle a communication like this, his failure to get it out quickly, and his alibi explanation, I recommend Mr. Jones be censured and placed on probation. From now on Jones must stand on his own feet as I am getting tired of taking the heat and being personally embarrassed by failures in my Division such as this.

DIRECTOR'S NOTATION, "THERE IS TOO MUCH 'EXECUTIVITUS' HERE. BOTH HOLLOMAN & NICHOLS DUSTED OFF NONCHALANTLY A VERY SPECIAL MATTER UPON WHICH I HAD ASKED FOR SPECIAL ACTION. WHILE JONES FAILED MISERABLY THEY ARE MORE TO BLAME". H. "YES", H. "YES". H.

January 23, 1953

PERSONAL AND CONFIDENTIAL

Mr. Hilton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

b6  
b7C

Dear Mr. Jones:

The Bureau is displeased with the delay in acknowledging a letter of December 2, 1952, from Professor [redacted] of [redacted], wherein a reply was not dispatched until December 11, 1952, after having been retyped at least twice following preparation of the original communication. A reply to a carbon copy of the outgoing letter of December 11 was received on December 29 in your section from the Pittsburgh Office and did not reach the Investigative Division until December 31, 1952.

It is necessary that you take appropriate steps to make certain that complete coordination exists between your section and other sections of the Bureau with which you may have official relations in order that the handling of correspondence may be greatly expedited.

You should take appropriate steps to train the employees of your section handling correspondence so that rewrites will not be necessary. If employees are properly indoctrinated as to Bureau policy they undoubtedly will be able to arrive at the same conclusions as to how correspondence may be handled as would their superiors and, thus, communications once prepared will not need to be rewritten.

The manner in which the correspondence mentioned above was delayed and rewritten is very displeasing to the Bureau and there should be no recurrence.

Very truly yours,  
J. Edgar Hoover  
John Edgar Hoover  
Director

MAILED 8  
JAN 23 1953  
COMM-FBI

cc-Mr. Glavin (Attention: Mr. H. L. Edwards)

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
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JAN 23 12 12 PM '53

MILTON A. JONES

SPECIAL AGENT (CHIEF, CRIME RECORDS)

EOD:

2/6/39

GRADE AND SALARY:

GS-15, \$10,800

OFFICE OF PREFERENCE:

ASSISTANT TO THE DIRECTOR L. B. NICHOLS:

Mr. Jones has a well-rounded experience in the Bureau and has been assigned as Chief of the Crime Records Section since March 1, 1944. Mr. Jones is extremely conscientious, industrious and hard working. He handles a large volume of work. His office has considerable pressure on it and everything is subjected to the strictest of supervision. Naturally, Mr. Jones has had criticism directed to him as a result of work coming out of his section containing errors; however, since the last inspection there have only been three instances wherein he has been criticized. One instance, which prompted me to take a strong stand on Mr. Jones by memorandum dated July 21, 1952, his office failed to expeditiously prepare letters and then in the explanation, Mr. Jones tended to quibble and alibi. I recommended censure on that occasion and probation; however, Mr. Jones was censured only for the incident. Since that time there has been a noticeable improvement and I consider Mr. Jones' services satisfactory.

INSPECTOR VECHERY:

SA Jones is capable, industrious and conscientious. He is a good administrator but may be inclined to handle too many minor details himself. This may be due partly to his desire to make certain the job is done properly. He is amenable to suggestions and there is no doubt but what he has the Bureau's interest at heart. He should continue to do an effective job. His overtime during July through September averaged 2 hours 51 minutes daily.

Inspection Report  
Records and Communications Division  
Inspector Vechery  
November 28, 1952

66 DEC 30 1952

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67-NOT RECORDED-11



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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

3-122

In Reply, Please Refer to  
File No.

WASHINGTON 25, D. C.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent, of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent. I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name [Redacted] Relationship [Redacted] Date 12-8-52  
Address Rt 1, Box 438 Annandale, Va. b6  
b7C

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

NAME [Redacted] Relationship [Redacted] Date 12-8-52  
Address Rt 1, Box 438 Annandale, Va. b6  
b7C

20 DEC 9 1952 DEC 9 1952

Very truly yours,

Milton A. Jones  
Special Agent

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

CC-5a

10/15/52

I certify that I have received the following Government property for official use:  
~~returned~~

Key to Room #4237 45'

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY

20 OCT 22 1952

FILE  
WRG  
REC-  
NOT RECORDED

Very truly yours,  
M. A. Jones, SA

January 30, 1938

~~PERSONAL AND CONFIDENTIAL~~

0  
Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

*CRIME RECORDS*

Careful consideration has been given to your explanation for the manner in which an invitation extended to me to attend the Radio Correspondents dinner on February 7, 1938, was handled, and it is extremely difficult to understand how you could have issued the instruction you did without first having inquired of your superior as to the propriety of this action. From the nature of the invitation it should have been obvious that my desire in the matter should have been consulted but you made absolutely no effort to ascertain whether this had been done or to recommend that it be done.

Such thoughtless and irresponsible handling of a matter of this nature is entirely unwarranted and in consequence you are being placed on probation. This action on your part has raised a serious question as to your competency in your present position, and it will be necessary that you avoid similar mistakes and prove by the proper handling of your responsibilities that you are capable of continuing in your present assignment.

MAILED 8 RECORDED-36

JAN 30 1938

COMM-FBI

Very truly yours,

J. Edgar Hoover

John Edgar Hoover

Director

cc: Mr. Nichols (Confidential)

Mr. Wacker (Confidential)

Mr. Wacker (Confidential)

Records & Comm. Div. file

cc: Mr. Nichols (PAC) 4

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You should closely supervise the work of this agent for 30 days, and at the expiration of that time you should submit a special performance rating on him, together with your recommendation as to his removal from probation.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *Am*

FROM : MR. H. H. CLEGG *cc*

SUBJECT:  - ATOMIC ENERGY ACT APPLICANT  
ANALYSIS OF HANDLING

DATE: 1/19/53

General

## SYNOPSIS

Assistant Professor  who in 1948 orally expressed to an Agent of the Pittsburgh Office his opposition to the Loyalty Program and to the prosecution of Communist leaders, on 12/2/52, addressed a letter to the Bureau suggesting that an unidentified file in the Bureau might be incomplete or erroneous. Letter received at Bureau 12/4/52; reply dictated Crime Records Section 12/5/52, typed 12/5/52 or early 12/8/52 (6th and 7th non-workdays); adjusted and retyped 12/9/52; retyped again 12/10/52 and dated 12/11/52. Copy of that communication instructed Pittsburgh Office to interview Professor  was interviewed 12/17/52 and on 12/18/52, he addressed a letter to the Bureau setting forth what he had told a Pittsburgh Agent. This letter made specific reference to applicant  a graduate student at , investigated by the Bureau under the Atomic Energy Act Applicant Program. Since this letter made reference to a specific case, it was routed to the Investigative Division. Meanwhile, the earlier correspondence was not on record, as of 12/23/52, when Professor  letter of 12/18/52, arrived at Bureau. Not knowing of any prior correspondence, Investigative Division dictated reply 12/24/52, which was typed the next workday, 12/29/52; retyped 12/30/52, to change the tone of the letter to  and dated 12/31/52. Pittsburgh, which had been given a deadline of 12/24/52 to interview , replied by letter of 12/23/52, received at the Bureau 12/29/52, in the Crime Records Section, which had initially handled the earlier correspondence. Since the data now identified a particular investigative case, same was routed to the Investigative Division after the Crime Records Section obtained the prior correspondence for use by the Investigative Division, and arrived in the Investigative Division 12/31/52.  letter was revised that date and given the date of the next workday, 1/2/53. No lack of coordination apparent between Crime Records Section and Investigative Division. The investigation was thorough, complete, impartial, and interview with  did not change previous findings. The investigation of  was completed May 15, 1952 and required 60 days. The letter of 12/2/52, from  was received in the Records Section 12/15/52, fully initialed and with action completed. It was, therefore, treated as inactive mail and required 7 days' handling time in the Records Section.

Recommendations:  
all Bureau officials and Supervisors reiterate necessity for prompt handling of all correspondence. (2) Attached letters go forth to Messrs. Nichols, Jones and Rosen.  
Attachments  
EDM:DMG

(1) Attached memorandum go forth to all Bureau officials and Supervisors, reiterating necessity for prompt handling of all correspondence. (2) Attached letters go forth to Messrs. Nichols, Jones and Rosen.

L. B. Nichols M. H. Jones A. X. Rosen

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Memorandum to Mr. Tolson

INSTRUCTIONS:

You instructed that this division:

(1) Review the investigation of [ ] to make certain it was complete, and

(2) Ascertain why a letter from Professor [ ] of [ ] dated 12/18/52, was not answered until 1/2/53.

ACTION:

SA [ ] carefully reviewed the file on Applicant [ ]. He also reviewed the file on Professor [ ] who was not investigated by the Bureau, but had previously expressed his opposition to Loyalty investigations and the trial of Communist leaders orally to an Agent of the Pittsburgh Office in October 1948. [ ] also made appropriate inquiry at the Seat of Government as to the handling of this matter.

BACKGROUND OF PROFESSOR [ ]:

[ ] is an Assistant Professor of [ ] Pittsburgh, Pennsylvania. On October 28, 1949, [ ] advised an Agent of the Pittsburgh Office that he was opposed in principle to the Loyalty Program, that he would not furnish information in Loyalty investigations, and that he was opposed to the trial of the Communist leaders. Pittsburgh advised the Bureau and was, in turn, instructed by the Bureau not to contact [ ] without prior Bureau authority. Bureau files reflect no other contact with [ ].

BACKGROUND OF [ ]:

A graduate student seeking a [ ] at [ ] was one of Professor [ ] students. [ ] was investigated by the Bureau as an Atomic Energy Applicant. The investigation of [ ] required 60 days and was completed on May 15, 1952.

FINDINGS:

(1) As to completeness of investigation:

The investigation appears to have been thorough, impartial, complete, properly handled and no criticism can be leveled at the Bureau. It will be recalled that, by letter of 12/2/52, [ ] had stated he felt the Bureau's file might be incomplete. On 12/17/52, the Pittsburgh Field Office interviewed [ ] in accordance with Bureau letter of 12/11/52. [ ] had no information not already

Memorandum to Mr. Tolson

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FINDINGS:

known to the Bureau. [ ] observations in no way added to or detracted from the investigative findings, except to corroborate information already in the Bureau's possession.

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As to correspondence with Professor [ ]

(1) Professor [ ] on 12/2/52, addressed a five-line letter to the Bureau as follows: "I have reason to believe that the information in your files regarding an individual whom you investigated may be incomplete or inaccurate. To whom should I address a letter that will allow you to reopen the case if you wish?"

This letter was received in the Records Section, 12/4/52, at 8:06 a.m., properly routed to Crime Records Section and received there at 9:47 a.m., 12/4/52. Acknowledgement dictated by SA [ ] 12/5/52. Letter typed late 12/5/52 or early 12/8/52 (December 6th and 7th were non-workdays.) Letter retyped 12/9/52 because information was found in files concerning [ ] opposition to the Loyalty Program and this data necessitated extra instructions to the Pittsburgh Office. In accordance with a change in the letter, desired by Mr. J. J. McGuire, the letter was typed again 12/10/52, and dated 12/11/52. Pittsburgh Field Office was instructed, by carbon copy of this letter, to interview [ ] and advise the Bureau by 12/24/52.

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This correspondence arrived in the Records Section 12/15/52 for processing. Processing completed in 7 workdays (it takes from 5 to 10 days to handle inactive mail) and this mail was ready to go to file 12/23/52, but the pertinent file was charged out earlier that day.

(2) The Pittsburgh Office was instructed to interview Professor [ ] by means of a carbon copy of the Bureau's acknowledgement of 12/11/52, to [ ]. A deadline of 12/24/52 was given the Pittsburgh Office. Pittsburgh replied 12/23/52, but the reply was delayed in the mail and not received at the Bureau until 12/29/52. Professor [ ] had been interviewed by a Pittsburgh Agent on 12/17/52. On 12/18/52, Professor [ ] wrote a letter to the Bureau setting forth the same information that he had given to the Agent during the December 17 interview. Professor [ ] letter of December 18th was received at the Bureau December 23. Inquiry shows that the handling of this correspondence followed the procedure set forth below:

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(a) [ ] letter of December 18, mailed from Pittsburgh, was received at the Bureau on December 23 - 5 days' delay on the part of the U. S. Postal Service.

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Memorandum to Mr. Tolson

(b) This letter was received in the General Investigative Division (since it pertained to a specific case) at 3:43 p.m. on December 23, and made available to Special Agent [ ] that evening with the files attached. The files consisted of one on the applicant, [ ] and the other on Professor [ ] showing his opposition in the past to the Loyalty Program.

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(c) Special Agent [ ], Investigative Division, at 1:00 p.m. on December 24 (the day after receipt) dictated an acknowledgment to Professor [ ] letter, a memorandum from Mr. Rosen to Mr. Ladd, a letter advising the Atomic Energy Commission of Professor [ ] views as to Applicant [ ] and an Air-Tel to Pittsburgh requesting background information.

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(d) The Air-Tel to Pittsburgh was designed to obtain from the Pittsburgh Office what this matter was all about. The original letter from [ ] to the Bureau of December 2, in which he did not mention Applicant [ ] by name, and the Bureau's instructions to Pittsburgh of December 11 (attached to the incoming of December 2) were not yet in file. A check of Records Section procedures reflected that these documents were received in the Records Section 12/15/52, and put on record 12/23/52 (7 workdays), and routed to the Crime Records Section (where the correspondence had been initially handled). It takes from 5 to 10 days to process inactive mail, such as this, although special attention or 1-day service is provided when requested. Thus, when the Investigative Division called for the file on [ ] and Professor [ ] on 12/23/52, there was no way of knowing that there was prior correspondence. This became a matter of record the same day the file was pulled, but subsequent to the delivery of the file. (There is no practical way to alter this procedure.) There was no way for Agent [ ] to know whether there was previous correspondence on record.

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(e) Agent [ ] dictation of December 24 was typed the next workday, December 29, and sent through.

(f) Agent [ ] letter to Professor [ ] the Air-Tel to Pittsburgh and all attachments were returned to [ ] on December 30, to change the tone of the letter to Professor [ ]. These were retyped on December 30 and given the date of December 31.

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(g) On December 29, Pittsburgh's letter of December 23, which was delayed 6 days by the U. S. Postal Service, arrived in the Crime Records Section as it should have in response to Bureau letter of December 11, prepared by Crime Records, instructing that the Pittsburgh Office interview Professor [ ]. The background information was obtained and since the matter pertained to an investigative function, it was routed to the Investigative Division, arriving there December 31. The period December 29 to 31 was utilized by the Crime Records Section in obtaining the earlier communications relative to the matter.

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Memorandum to Mr. Tolson

(h) On December 31, the Investigative Division stopped, prior to transmission, the earlier Air-Tel, the letter to [redacted] etc., and revised these documents in the light of the new findings from the Pittsburgh Office as contained in Pittsburgh letter of December 23. The revised documents were given the date of the next workday, January 2.

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CONCLUSIONS:

(1) Investigation thorough and complete.

(2) [redacted] first letter of December 2, received at the Bureau on December 4, was acknowledged December 11, and a portion of this time was consumed in rewriting the outgoing letter to change the tone thereof.

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(3) [redacted] second letter of December 18, delayed in the U. S. mails, arrived at the Bureau December 23rd, and was acknowledged January 2, there being two principal reasons for this length of time:

(a) The earlier correspondence from [redacted] was not on record. There was no way for an Agent to know that there was earlier correspondence. The procedure of the first letter being handled by the Crime Records Section was perfectly proper inasmuch as [redacted] letter of December 2, did not pertain to any particular case, mentioned no classification of investigation, and fell into the category of general correspondence of the type normally handled by the Crime Records Section. The second letter from [redacted] dated December 18, was properly routed by the Records Section to the Investigative Division, inasmuch as it mentioned an Atomic Energy Act Applicant by name and fell within the type of correspondence normally handled by the General Investigative Division. The division of this type of correspondence between the Crime Records Section and the Investigative Division appears to be proper and it is noted that as soon as the Pittsburgh Office advised the Bureau of the type of investigation and identity of the case referred to in [redacted] first letter of December 2, the Crime Records Section routed the whole matter to the Investigative Division for handling. This was proper. There does not appear to be any lack of coordination. It would have been desirable for the Records Section to get [redacted] first letter of December 2 on record in less than 7 days, so that future correspondence could be matched with earlier correspondence on hand; however, of necessity, the Records Section must handle the most expedite data first and action was already complete on [redacted] first letter of December 2. Consequently, preferred attention in the Records Section was given to more urgent matters, as has been the procedure for many years. Since the Crime Records Section had an appropriate tickler set up on the anticipated reply from Pittsburgh and same was

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Memorandum to Mr. Tolson

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promptly routed to the Crime Records Section, there appeared to be no reason for the Records Section to afford special and urgent attention to [ ] letter of December 2.

(b) Rewriting of acknowledgements of both letters to [ ], instructed by higher authority, required extra handling time.

RECOMMENDATIONS:

~~1. No action.~~

4. The attached memorandum go forth to all Bureau officials and Supervisors reiterating the necessity for prompt handling of all correspondence — as well as letters to Messrs. Nichols, Rain and M.A. Jones.

AM  
L. J. Jones  
S. J. Jones  
S. J. Jones

# REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME <b>JONES, Milton Ankers</b>		2. GRADE AND COMPONENT OR POSITION	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION <b>Annual</b>	6. DATE OF EXAMINATION <b>2/27/53</b>
7. SEX <b>M</b>	8. RACE <b>White</b>	9. TOTAL YRS. GOVT. SERVICE MILITARY      CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE
11. ORGANIZATION UNIT			
12. DATE OF BIRTH <b>1/24/13</b>	13. PLACE OF BIRTH <b>Ky.</b>	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER AND ADDRESS <b>NNMC - Bethesda, Md.</b>		16. OTHER INFORMATION	

17. RATING OR SPECIALTY	TIME IN THIS CAPACITY: TOTAL	LAST SIX MONTHS
NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)		

NORMAL	ABNOR- MAL	CLINICAL EVALUATION: (Check each item in appropriate col- umn; enter "N, E," if not evaluated)
X		18. HEAD, FACE, NECK, AND SCALP
X		19. NOSE
X		20. SINUSES
X		21. MOUTH AND THROAT
X		22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)
X		23. DRUMS (Perforation)
X		24. EYES—GENERAL (Visual acuity and refraction under items 59, 60, and 61)
N.R.		25. OPHTHALMOSCOPIC
X		26. PUPILS (Equality and reaction)
X		27. OCULAR MOTILITY (Associated parallel move- ments, nystagmus)
X		28. LUNGS AND CHEST (Include breasts)
X		29. HEART (Thrust, size, rhythm, sounds)
X		30. VASCULAR SYSTEM (Varicosities, etc.)
X		31. ABDOMEN AND VISCERA (Include hernia)
X	X	32. ANUS AND RECTUM (Hemorrhoids, fistulae (Prostate if indicated))
X		33. ENDOCRINE SYSTEM
X		34. G-U SYSTEM
X		35. UPPER EXTREMITIES (Strength, range of motion)
X		36. FEET
X		37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)
N.R.		38. SPINE, OTHER MUSCULOSKELETAL
X		39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
X		40. SKIN, LYMPHATICS
X		41. NEUROLOGIC (Equilibrium tests under item 72)
N.R.		42. PSYCHIATRIC (Specify any personality deviation)
Females only:		(Check how done)
		43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL

32. Hemorrhoidal tag at 6 o'clock.

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)		REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES
O.—Restorable teeth      X.—Missing teeth      (6 X 8).—Fixed bridge, brackets to include abutments I.—Nonrestorable teeth      XXX.—Replaced by dentures		Type III Class I
R I G H T	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 X	

45. URINALYSIS: SP. GR. <b>1.014</b>		46. CHEST X-RAY (Place, date, film number, result)	47. SEROLOGY (Specify test used and result)
ALBUMIN <b>N</b>	SUGAR <b>N</b>	MICROSCOPIC <b>N</b>	<b>Neg.</b>
48. EKG <b>Normal</b>		49. BLOOD TYPE AND RH FACTOR <b>A</b>	50. OTHER TESTS
MAR 1 8 1953		MAR 17 1953	

MAR 1 8 1953

1953

MEASUREMENTS AND OTHER FINDINGS											
51. HEIGHT 1		52. WEIGHT 210		53. COLOR HAIR L. Brown		54. COLOR EYES Blue		55. BUILD SLENDER <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> HEAVY <input type="checkbox"/> OBESE <input type="checkbox"/>		56. TEMP. N	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)					
SITTING SYS. 140 DIAS. 80		RECUM. BENT SYS. DIAS.		STANDING (3 min.) SYS. DIAS.		SITTING 76		AFTER EXERCISE		2 MIN. AFTER RECUMBENT AFTER STANDING 3 MIN.	
59. DISTANT VISION				60. REFRACTION				61. NEAR VISION			
RIGHT 20 CORR. TO 20				BY S. CX				CORR. TO BY			
LEFT 25 CORR. TO 20				BY S. CX				CORR. TO BY			
62. HETEROPHORIA (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD											
63. ACCOMMODATION RIGHT N LEFT N				64. COLOR VISION (Test used and result) AOC 1940 Normal				65. DEPTH PERCEPTION (Test used and score) UNCORRECTED CORRECTED			
66. FIELD OF VISION N				67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION	
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)			
RIGHT WV 15/15 SV 15/15		250 500 1000 2000 3000 4000 5000 250 512 1024 2048 2896 4096 5192									
LEFT WV 15/15 SV 15/15		RIGHT LEFT									

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

Typhoid fever in 1932  
Tonsils allegedly "burned out"  
About 1932.  
Childhood diseases - chicken pox, etc.

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

59. Defective vision, not corrected, NCD.  
32. Hemorrhoid, external, NCD.

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)		76. PHYSICAL PROFILE					
1. Consult ophthalmologist in re glasses.		P U L H E S					
77. EXAMINEE (Check) <input checked="" type="checkbox"/> IS QUALIFIED FOR <input type="checkbox"/> IS NOT		Strenuous exertion and use of firearms.					
78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER		PHYSICAL CATEGORY					
		A B C E					
79. TYPED OR PRINTED NAME OF PHYSICIAN		SIGNATURE S/ [ ]					
80. TYPED OR PRINTED NAME OF PHYSICIAN		SIGNATURE [ ] b6 b7c					
81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)		SIGNATURE S/ [ ]					
82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY		SIGNATURE [ ] NUMBER OF ATTACHED SHEETS					

March 16, 1953

~~CONFIDENTIAL~~

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on February 27, 1953.

This report reflects that you have defective vision of 20/25 in the left eye, uncorrected, and the examiner recommends that you consult an Ophthalmologist in this regard. The Bureau should be immediately advised when you have obtained the necessary glasses to correct your vision to 20/20.

It is noted that you have an external hemorrhoidal tag which the examiner did not consider to be disqualifying.

The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

For your information, the electrocardiogram afforded you was found to be normal.

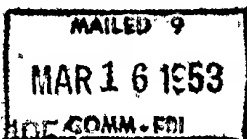
Sincerely yours,

CC-Mr. Nichols

WBH:mfcm

John Edgar Hoover  
Director

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



9 MAR 17 1953

9-4893H  
a



CC-5a

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

3-12-53

I certify that I have received the following Government property for official use:  
~~/returned~~

Key to Room 4232 <sup>57</sup>

(tel key cabinet)

R E A D

The Government property which you hereby acknowledge  
is charged to you and you are responsible for taking  
care of it and returning it when its use has been  
completed. DO NOT MARK OR WRITE ON IT OR MULTILATE

IN ANY WAY, 1953

FILE

WRG

FEB

EX-107 RECOR

Very truly yours,

*W. A. Jones*  
Wilton A. Jones, SA

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

2-18-53

I certify that I have received the following Government property for official use:  
~~returned~~

Manual of Rules and Regulations #  
(dated October 24, 1952)

26

RETURNED

Manual of Rules and Regulations # 35  
(dated June 10, 1946)

R E A D

114  
The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. **DO NOT MARK OR WRITE ON IT OR MULTILATE IT IN ANY WAY.**

FILE

WFG

FEB

67-NOT RECORDED

Very truly yours,

Milton A. Jones

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

CC-

1-23-53

I certify that I have received the following Government property for official use:  
~~returned~~

New Commission Card with case # 1083

RETURNED

Old Commission Card with case # 1083 ✓

R E A D

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. (DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.)

Q 5 FEB 12 1953

*Wash. fed crime rec*

FILE  
WRG

Very truly yours,

*Milton A. Jones*  
Milton A. Jones  
Special Agent

67-NOT RECORDED-12

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

FROM : L. B. Nichols

SUBJECT: SPECIAL TOUR  
MARCH 18, 1953  
CONGRESSIONAL SECRETARIES CLUB

DATE: March 20, 1953

✓

Tolson	✓
Ladd	✓
Clegg	✓
Glavin	✓
Nichols	✓
Rosen	✓
Tracy	✓
Harbo	✓
Belmont	✓
Mohr	✓
Tele. Room	✓
Nease	✓
Gandy	✓

In accordance with the Director's instructions, there are attached hereto the following letters of commendation in connection with this tour.

(1) A letter to Mr. M. A. Jones commending him and the Agents of the Crime Records Section, who actually took special tours and also those who were there on a stand-by basis.

(2) A letter to Mr. [redacted] head of tour leaders, commending him for his work in connection with the tour and also commending through him the various tour leaders who served as guards and expeditors.

## Attachments

(3) A letter to Special Agent Kemper is also attached.

peer LBN:mnf  
mf

RECORDED 36

67-109106-223	
Searched	.....
Numbered	28
12 MAR 26 1953	
FEDERAL BUREAU OF INVESTIGATION	

17 MAR 30 1953

March 2, 1953

MEMORANDUM FOR THE DIRECTOR

*Inspection General*

The following Special Agents in Charge are presently on probation:

NAME	OFFICE	DATE	LAST INSPECTION	DATE OF LAST RECHECK	REASON
C. E. <del>Weeks</del>	<del>Honolulu</del> <i>INSP.</i> Continued 11-12-52	2-26-52	10-28-52		Improper supervision of a security investigation in the Honolulu Division. Because of unsatisfactory condition of criminal informant coverage disclosed during recent inspection.
A. <del>Cornelius, Jr.</del>	<del>Salt Lake City</del> Continued 9-11-52 Continued 10-27-52 Continued 2-6-53 in Salt Lake City	7-8-52	10-11-52 (Philadel- phia Office)2-17-53	Under inspec- tion as of	Failure to bring about the necessary improvement in the criminal informant coverage of the Philadelphia Office. Because of improper handling of case entitled "Fraud Against the Government and Interstate Transportation of Stolen Aircraft", involving George and Charles Finn.
G. D. <del>King</del>	<del>Indianapolis</del> <i>INSP.</i> Continued 2-12-53	10-17-52	1-31-53		Delinquencies discovered during inspection of the Indianapolis Office and the personal misconduct of the Agents at the Terre Haute, Resident Agency.
R. N. <del>Hosteny</del>	<del>Springfield</del> <i>INSP.</i>	10-30-52	2-12-53		Delinquencies discovered during inspection of the Springfield Office dated 10-1-52.

Mr. Tolson ☒  
Mr. Ladd ☒  
Mr. Nichols ☒  
Mr. Belmont ☒  
Mr. Clegg ☒  
Mr. Glavin ☒  
Mr. Harbo ☒  
Mr. Rosen ☒  
Mr. Tracy ☒  
Mr. Egan ☒  
Mr. Gurnea ☒  
Mr. Hendon ☒  
Mr. Pennington ☒  
Mr. Quinn Tamm ☒  
Mr. Nease ☒  
Miss Gandy ☒

*62-1777*

G. C. <del>X</del> Burton	<del>X</del> Portland <i>Insp.</i>	11-18-52	11-1-52 (Denver Office)	Under inspec- tion as of 2-17-53.	Because of delinquencies discovered by Inspector Stein.
J. J. <del>X</del> Casper	New Haven	12-8-52	11-7-52	_____	Because of delinquencies discovered during inspection of the <del>X</del> New Haven Office. <i>Insp.</i>
R. W. <del>X</del> Wall	Miami	12-19-52	12-11-52	Under inspec- tion as of 2-13-53.	Because of excessive delinquencies disclosed during inspection of the <del>X</del> Miami Office. <i>Insp.</i>
L. V. <del>X</del> Boardman	<del>X</del> New York <i>Insp.</i>	1-16-53	12-18-52	_____	Because of delinquencies discovered during inspection of the New York Office.
J. M. <del>X</del> Lopez	<del>X</del> New Orleans Ordered to Birmingham as SAC 2-19-53	2-18-53	1-29-53	_____	Because of not advising the Bureau of the identity of the Senior Resident Agent design- ated at Monroe, La. or securing Bureau approval for his designation in accordance with Bureau regulations.

Respectfully,



W. R. Glavin

March 2, 1953

MEMORANDUM FOR THE DIRECTOR

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>REASON</u>
A. <del>X</del> Rosen	Assistant Director <del>X</del> <i>Investigative Div.</i>	9-11-52	Failure to promptly inform the Director that prisoners had escaped from the Federal Penitentiary at Lewisburg, Penna.
J. E. <del>X</del> Edwards	Assistant Chief of Personnel Section, <del>X</del> Administrative Division	12-9-52	Because of not insuring that a subordinate Agent Supervisor had checked for a missing resignation letter in a Field Office Personnel File where it had been inadvertently filed.
M. A. <del>X</del> Jones	Chief <del>X</del> Crime Records Section	1-30-53	Improper handling of a reply to an invitation issued to the Director.
J. J. <del>X</del> McGuire	Number One Man in Records and <del>X</del> Communications Division	2-13-53	Improper supervision of employees located under him in the Records and Communications Division.

Respectfully,

W. R. Glavin

DECLASSIFICATION AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
DATE 07-12-2010

April 9, 1953

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

The Bureau is pleased to advise you that you  
are being removed from a probationary status.

Sincerely yours,  
J. Edgar Hoover

John Edgar Hoover  
Director

CC: Mr. Nichols (~~Confidential~~)

Movement  
Leave

Miss [redacted] (sent direct)

b6  
b7C

RECEIVED - DIRECTOR  
FBI  
U.S. DEPT. OF JUSTICE  
APR 9 6 12 PM '53

RECEIVED  
APR 9 5 56 PM '53  
FBI

FBI  
FDH: jay

ENC  
[Signature]

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin  
Harbo  
Rosen  
Tracy  
Laughlin  
Mohr  
Winterrowd  
Tele. Rm.  
Holloman  
Gandy

COMM - FBI  
APR 9 - 1953  
MAILED 19

89 APR 14 1953



April 1, 1953

MEMORANDUM FOR THE DIRECTORSEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS ON PROBATION)

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>REASON</u>
A. Rosen	Assistant Director	9-11-52	Failure to promptly inform the Director that prisoners had escaped from the Federal Penitentiary at Lewisburg, Pennsylvania.
M.A. Jones	Chief Crime Records Section	1-30-53	Improper handling of a reply to an invitation issued to the Director.
J.J. McGuire	Number One Man in Records and Communications Division	2-13-53	Improper of supervision of employees located under him in the Records and Communications Division.
W.V. Cleveland	Number One Man to Mr. Belmont	3-12-53	Failure to report to his immediate supervisor an incident which resulted in a complaint to the Arlington County Police Department.

Respectfully,

W. R. Glavin

125  
89 APR 20 1953

March 23, 1953

Mr. M. A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

It has been brought to my attention that the Agents of the Crime Records Section were most helpful in connection with the tour of the Congressional Secretaries on the evening of March 18.

I understand that Special Agents Bernard M. Suttler, Arthur V. Hart, [redacted] Dwight J. Dalbey and [redacted] conducted very excellent tours and that those in attendance enjoyed very much the opportunity of visiting our Headquarters.

b6  
b7C

It has also been brought to my attention that all of the Agents of the Crime Records Section freely gave their time during the evening in order that this tour could be a success. I desire that you convey my appreciation to all of those who took part.

Sincerely yours,

J. Edgar Hoover

cc - Personnel File - SA Bernard M. Suttler

cc - Personnel File - SA Arthur V. Hart, SA

cc - Personnel File - SA [redacted]

cc - Personnel File - SA Dwight J. Dalbey

cc - Personnel File - SA [redacted]

LBH:mnf:sb

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

89 MAR 30 1953

MAILED 6  
1953  
MAR 24

RECEIVED  
FBI  
MAR 24 1 59 PM '53  
b6  
b7C  
224

# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

*W. J. Sullivan*

Name of Employee: MILTON A. JONES

Where Assigned: Records and Communications Div. Crime Records Section  
(Division) (Section, Unit)

Payroll Title: Special Agent, Chief Crime Records Section GS-15

Rating Period: from April 1, 1952 to March 31, 1953

ADJECTIVE RATING: Satisfactory  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

*M. A. Jones*

Rated by: *W. J. Sullivan* Assistant to the Director 4/15/53  
Signature Title Date

Reviewed by: *W. J. Sullivan* ASSISTANT DIRECTOR APR 30 1953  
Signature Title Date

Rating approved by: *W. J. Sullivan* ASSISTANT DIRECTOR APR 30 1953  
Signature Title Date

### TYPE OF REPORT

☒ Official  
☒ Annual

☐ Administrative  
☐ 60-day

☐ Transfer  
☐ Separation from service  
☐ Special

21 MAY 7 1953

RECORDED-12

67-151-225
Searched
Numbered
12 APR 53 1953
FEDERAL BUREAU OF INVESTIGATION

3 *W. J. Sullivan*

APP 1015

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee MILTON A. JONESTitle Special Agent -  
Chief Crime RecordsRating Period: from 4/1/52 to 3/31/53

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
- Unsatisfactory.  
○ No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out on the reverse of form FD-185.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out on the reverse of form FD-185.

- |   |   |
|---|---|
| <u>✓</u> (1) Personal appearance.   | <u>-</u> (17) Firearms ability.   |
| <u>✓</u> (2) Personality and effectiveness of his personal contacts.  | <u>✓</u> (18) Development of informants and sources of information.   |
| <u>✓</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  | <u>-</u> (19) Reporting ability:  |
| <u>✓</u> (4) Physical fitness (including health, energy, stamina).  | <u>-</u> (a) Investigative reports  |
| <u>✓</u> (5) Resourcefulness and ingenuity.   | <u>-</u> (b) Summary reports  |
| <u>✓</u> (6) Forcefulness and aggressiveness as required.   | <u>-</u> (c) Memos, letters, wires  |
| <u>✓</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.   | (Consider: <u>-</u> conciseness; <u>-</u> clarity; <u>-</u> organization; <u>-</u> thoroughness; <u>-</u> accuracy; <u>-</u> adequacy and pertinency of leads; <u>-</u> administrative detail.) |
| <u>✓</u> (8) Initiative and the taking of appropriate action on own responsibility.   | <u>✓</u> (20) Performance as a witness.   |
| <u>✓</u> (9) Planning ability and its application to the work.  | <u>✓</u> (21) Executive ability:  |
| <u>✓</u> (10) Accuracy and attention to pertinent detail.   | <u>✓</u> (a) Leadership   |
| <u>✓</u> (11) Industry, including energetic consistent application to duties.   | <u>✓</u> (b) Ability to handle personnel  |
| <u>✓</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | <u>✓</u> (c) Planning   |
| <u>✓</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.   | <u>✓</u> (d) Making decisions   |
| <u>✓</u> (14) Technical or mechanical skills.   | <u>✓</u> (e) Assignment of work   |
| <u>-</u> (15) Investigative ability and results:  | <u>✓</u> (f) Training subordinates  |
| <u>-</u> (a) Internal security cases  | <u>✓</u> (g) Devising procedures  |
| <u>-</u> (b) Criminal or general investigative cases  | <u>✓</u> (h) Emotional stability  |
| <u>-</u> (c) Fugitive cases   | <u>✓</u> (i) Promoting high morale  |
| <u>-</u> (d) Applicant cases  | <u>✓</u> (j) Getting results  |
| <u>-</u> (e) Accounting cases   | <u>-</u> (22) Ability on raids and dangerous assignments:   |
| <u>-</u> (16) Physical surveillance ability.  | <u>-</u> (a) As leader  |
|   | <u>-</u> (b) As participant   |
|   | <u>✓</u> (23) Organizational interest, such as making of suggestions for improvement.   |
|   | <u>✓</u> (24) Ability to work under pressure.   |
|   | <u>-</u> (25) Miscellaneous. Specify and rate:  |
|   | <u>-</u> Dictation ability  |
|   | <u>-</u> Automobile driving ability   |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.): Supervisor

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Research

C. (1) Is employee available for general assignment wherever needs of service require? yes (If answer is not 'yes', explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? - (If so, explain in narrative comments.)

ADJECTIVE RATING :

Satisfactory

Outstanding, Satisfactory, Unsatisfactory

MILTON A. JONES  
EOD 2/6/39  
GS-15, \$10,800

Mr. Jones continues to conscientiously discharge his responsibilities. He is trustworthy, dependable and industrious.

Mr. Jones is exceedingly capable at research activities and he has an unusually good mind. As the head of the Research Section, Mr. Jones must assume responsibility, which he does, and he handles a large volume of work.

During the past year he has been the subject of four letters of censure and was placed on probation on January 30, 1953, for failure to properly handle an invitation extended to the Director to attend the Radio Correspondents' dinner on February 7. He was removed from probation on April 9, 1953.

*[Handwritten signature]*

TO : Mr. Tolson  
FROM : L. B. Nichols

DATE: April 3, 1953

SUBJECT: SPECIAL AGENT PERSONNEL  
TO BE CONSIDERED FOR  
ADVANCEMENT IN THE SERVICE

In considering the Special Agent personnel assigned to the Records and Communications Division who should be considered for further advancement in the Bureau, I am not setting forth any comments regarding Inspector J. J. McGuire, Special Agents F. E. Crosby and Robert E. Wick of my office or on Unit Chiefs A. E. Leonard of the Statistical Section, M. A. Jones of the Crime Records Section, F. W. Waikart, Supervisor in Charge of the Administrative and Personnel Records Section or on Section Chief W. G. Eames of the Records Section. All of these men have either run field offices or been Assistant Special Agents in Charge or have been operating large sections here at the Seat of Government and their capabilities have been demonstrated.

SPECIAL AGENT PERSONNEL RECOMMENDED FOR ADVANCEMENT NOW:

The following Special Agents are recommended for further advancement in the Bureau's service now and are available for service anywhere:

Special Agent Arthur V. Hart, EOD 11-6-39, GS-13. Mr. Hart makes an excellent personal appearance and has had a great deal of Bureau experience. He has consistently done a better-than-average job and could satisfactorily function as an Assistant Special Agent in Charge of a small office.

Special Agent [REDACTED], EOD 12-16-40, GS-13. He makes an exceptionally good, mature physical appearance, is a hard worker and has excellent perspective and depth of thought. I recommend him for consideration as an ASAC.

Special Agent Thomas E. Bishop, EOD 6-30-41, GS-13. Mr. Bishop has had wide investigative experience, is energetic and is highly intelligent. His progress at the Seat of Government has been excellent. I believe he is potential SAC caliber. I recommend him for consideration for an ASAC position.

JJM:ptm

48  
69 APR 28 1953

Memorandum for Mr. Tolson

RE: SPECIAL AGENT PERSONNEL  
TO BE CONSIDERED FOR  
ADVANCEMENT IN THE SERVICE

Special Agent Edward C. Kemper, EOD 8-25-41, GS-14.  
Mr. Kemper makes an excellent personal appearance, is enthusiastic, has a lot of drive and determination and has matured in Bureau assignments very rapidly. His work has been outstanding. He is definitely SAC caliber. At the present time, in view of the heavy tour season, he is assigned exclusively to the operation of Bureau tours. On a long-range basis, he should become one of the better SACs in due time.

Special Agent L. E. Short, EOD 7-21-47, (Clerk 6-16-41) GS-13. Mr. Short makes an excellent personal appearance and has been doing an outstanding job in the Records Section handling personnel matters. He is loyal, enthusiastic and aggressive. He is definitely SAC caliber. While he is capable now of functioning as an ASAC in the field, his current assignment in the Records Section I believe renders his services more valuable to the Bureau in his current position.

SAC CALIBER BUT NOT IMMEDIATELY AVAILABLE:

Special Agent Dwight J. Dalbey, EOD 12-2-40, GS-13.  
Mr. Dalbey makes an excellent personal appearance, is intelligent and resourceful. I have previously recommended him for ASAC and he is definitely capable of functioning as such, however, Mr. Dalbey is currently endeavoring to adopt a child and in view of legal requirements for residence purposes, he has asked that he be permitted to stay in his current assignment until the adoption technicalities are completed. I will advise the Bureau of Mr. Dalbey's availability for transfer when the adoption matter is clarified.

Special Agent [REDACTED] EOD 8-4-41, GS-14.  
Special Agent Carroll has been one of the best qualified Special Agents we have had in this Division. He does an excellent job on everything he handles and could function as an SAC without any difficulty. Mr. [REDACTED], however, has a large family and his wife's health militates against any move at this time. He is a very definite asset to the Bureau and I feel he is far more valuable in his present assignment than functioning as an ASAC in the field. Because of his definite capabilities, I am listing him since he has all the desirable qualities for an SAC position.

b6  
b7c



Memorandum for Mr. Tolson

RE: SPECIAL AGENT PERSONNEL  
TO BE CONSIDERED FOR  
ADVANCEMENT IN THE SERVICE

FOR FUTURE LONG-RANGE DEVELOPMENT:

The following Special Agents are recommended on a long-range basis for future development in the Bureau:

Special Agent [ ] EOD 2-16-42, GS-13.  
[ ] has had long experience in the Bureau. He is in charge of the Correlation Unit in the Records Section and has done an effective job. He is entirely reliable and should continue to develop.

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b7C

Special Agent F. H. Freund, EOD 4-22-46 (Clerk 7-22-40), GS-12. Mr. Freund is an excellent Agent having a solid background of experience. His work in the Records Section in the Classifying Unit has been outstanding. He has just been with us in this Division about a year and I look forward to Freund becoming one of the outstanding prospects in this Division for long-range development.

Special Agent [ ] EOD 1-6-47, GS-12.  
Mr. [ ] has just been in this Division for two months. He makes a good personal appearance, has a good record in the field and appears to be making above-average progress. With further experience at the Seat of Government, he should develop rapidly.

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Special Agent Harold P. Leinbaugh, EOD 10-20-47, GS-12. Mr. Leinbaugh makes a good personal appearance, is qualified as an Inspector's Aid and his work generally here has been satisfactory. He needs additional supervisory experience, however, I believe on a long-range basis his latent capabilities will be further demonstrated.

Special Agent [ ] EOD 11-3-47 (Clerk 2-9-42), GS-13. Mr. [ ] presents a good personal appearance, is enthusiastic and energetic. He should continue to develop with additional Seat of Government experience.

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Special Agent [ ] EOD 4-19-48 (Clerk 6-10-40), GS-13. Mr. [ ] makes an outstanding personal appearance and has been doing a highly satisfactory job in the File Review Unit of the Records Section. His development while at the Seat of Government has been most rapid and in due time with more experience, he should be able to function as an ASAC in the field.

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Memorandum for Mr. Tolson

RE: SPECIAL AGENT PERSONNEL  
TO BE CONSIDERED FOR  
ADVANCEMENT IN THE SERVICE

Special Agent J. B. Engelstad, EOD 1-10-49, (Clerk 8-25-41), GS-12. Mr. Engelstad makes a good personal appearance and has been doing an excellent job in the General Index Unit in the Records Section. He is one of our newer men in that Section and has been developing most satisfactory. His prospects for the future are bright.

Special Agent J. W. Marshall, EOD 7-25-49 (Clerk 7-6-42), GS-12. Mr. Marshall has an excellent potential for developing in the future. He has been very effective in his administrations of the Filing Unit of the Records Section, the largest Unit in the entire Records Section. His development has been rapid and his work in the Filing Unit has been most effective. I look forward to Marshall's rapid rise in the Bureau.

Special Agent [REDACTED], EOD 12-11-50, GS-10. Mr. [REDACTED] makes a very good personal appearance. He has a good background in Bureau work, although he is quite new in this Division and at the Seat of Government. He will need much more supervisory experience here at the Seat of Government, but I feel he will absorb this rapidly and should ultimately build himself an outstanding record.

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Special Agent [REDACTED], EOD 1-15-51, GS-10. Mr. [REDACTED] has an excellent background and while he has not had extensive field experience, his progress in the Crime Records Section has been very rapid, probably due to his previous newspaper experience. He will need additional conditioning here at the Seat of Government but he does have the native intelligence, ambition and enthusiasm to carry him along much further in the Bureau.

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Special Agent [REDACTED], EOD 2-5-51, GS-10. Mr. [REDACTED] makes a good personal appearance, is extremely persistent and he approaches his work in a dogged, deliberate fashion and while relatively new in the Bureau, his potentialities for ultimate development in the Bureau are very good.

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Special Agent [REDACTED], EOD 3-5-51, GS-10, Special Agent [REDACTED] makes a good personal appearance and does rather well on contact work. He is quite new in the Bureau but has been developing very rapidly. On a long-range basis, some of the rough spots can be smoothed out and I think [REDACTED] progress ultimately in the Bureau will be highly satisfactory.

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Memorandum for Mr. Tolson

RE: SPECIAL AGENT PERSONNEL  
TO BE CONSIDERED FOR  
ADVANCEMENT IN THE SERVICE

SPECIALISTS:

The following list of Special Agents are all doing excellent work in the Records and Communications Division and in view of their particular personal background and capabilities, they are in the nature of specialists whose services are much more important to the Bureau as a whole in their present position than in field assignments:

Special Agent B. M. Suttler, EOD 7-6-36, GS-14.  
Mr. Suttler's experience and background well qualify him for his current assignment where at the Seat of Government to handle special matters in this Division and his qualifications are well known in contact work and representing the Bureau at public gatherings.

Special Agent [REDACTED], EOD 7-28-38, GS-13.  
Mr. [REDACTED] is the Assistant Chief of the Statistical Section. He is primarily a records specialist and as an accountant, his handling of the Uniform Crime Reporting program, the Bureau statistics, cost and production data for the Bureau make him outstanding in this highly specialized field where his services to the Bureau as a whole are best rendered.

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Special Agent [REDACTED], EOD 8-3-31, GS-13.  
Mr. [REDACTED] in the Routing Unit of the Records Section is a technician whose assignment to the Records Section places him in a position wherein his services at the Seat of Government serve the best interests of the Bureau.

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Special Agent [REDACTED], EOD 11-4-40, GS-13.  
[REDACTED] is an outstanding man in the Records Section and has handled the Classifying Unit in an effective manner. His place is here at the Seat of Government due to an unfortunate casualty in the war [REDACTED] received a shrapnel wound in his eye which detracts from his personal appearance. His development here at the Seat of Government will continue to show favorable progress.

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Special Agent [REDACTED], EOD 8-30-48, GS-12.  
Mr. [REDACTED] has had rather good experience, is a hard worker and has shown unusual capabilities in research in the Crime Records Section. He is rather small physically, which detracts from his personal appearance. His research work, however, here at the Seat of Government has been satisfactory.

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Memorandum to Mr. Tolson

Special Agent [redacted] EOD 11-16-42,  
GS-14. Mr. [redacted] is primarily a research man who has  
a very distinct flair for original writing. His background is  
particularly good for this type of work. He is intelligent,  
enthusiastic and has shown great promise as a specialist in  
this function in the Crime Records Section. His physical  
appearance is average and I believe in view of the highly  
specialized qualifications he has for this type of work the  
Bureau is benefitted most by his assignment here at the Seat  
of Government.

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b7C

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Clegg

DATE: 6/9/53

FROM : C. L. Trotter *C.L.T.*SUBJECT: *0*  
M. A. JONES  
SECTION CHIEF  
CRIME RECORDS SECTIONRE: LECTURE BEFORE  
CORRESPONDENCE TRAINING CONFERENCE

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Gearty \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

As you are aware, on June 1 and 2, 1953, the second in a series of Correspondence Training Conferences for Section Chiefs and Clerical Supervisors at the Seat of Government was held. Mr. Jones spoke for a period of 20 minutes on "Correspondence with the Public."

I thought you would be interested in knowing that Mr. Jones made a very favorable impression as the result of his talk. His lecture was well prepared, was to the point, covered interesting and timely subject matter, and was handled in an informative and enthusiastic manner. Jones pointed out that in correspondence with the public we are selling the Bureau and that the same spirit of cordiality, friendliness, and helpfulness should prevail in every letter that is sent out of the Bureau. I think he did much to assist those in attendance.

CLT:ATP

*Recommend: Commendation Letter*RECORDED *one*

*6/15/53*

67-109106-226	
Searched	.....
Numbered	102
12 JUN 18 1953	
FEDERAL BUREAU OF INVESTIGATION	

*3/10/53*

168  
89 JUN 22 1953

73110 4 37 1953  
12 JUN 24 1953  
FBIHQ

Mr. Tolson

May 11, 1953

L. B. Nichols

M. A. C.

In accordance with your request, the following is set forth concerning our letter of May 8th to Major Cornelius Vanderbilt, Jr., and particularly with reference to the incorrect title of Assistant Attorney General for Mr. William P. Rogers in the Department:

Special Agent Karold P. Leinbaugh inadvertently dictated the wrong title to Miss [redacted] who is on leave this week. The letter was later redone by Miss [redacted] who followed the title set forth in the previous letter. In approving the letter of May 8th to Mr. Vanderbilt and the accompanying memorandum to the Attorney General with copy for Mr. Rogers, Mr. Leinbaugh overlooked the incorrect title for Mr. Rogers.

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Mr. Jones, in reading the mail hurriedly, likewise failed to catch this obvious error.

I initialed these outgoing communications in my office and likewise failed to note the error.

Jones and Leinbaugh know better and their carelessness is just inexcusable. Of all people I should have caught this silly mistake but didn't. There is just no excuse for any of us.

RECOMMENDATION:

It is recommended that Jones and Leinbaugh receive letters of censure and that I receive one also. I do not feel that the stenographers should be censured.

LBJ:moq

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gandy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

21 MAY 15 1953

8 8

June 15, 1953

Mr. Milton A. Jones  
Federal Bureau of Investigation  
United States Department of Justice  
Washington D.C.

Dear Mr. Jones:

Some very favorable comments have been made concerning your lecture on "Correspondence with the Public" before the recent Correspondence Training Conference at the Seat of Government, and I wanted to commend you personally.

I understand your talk was well prepared, informative and interesting, and your thorough knowledge of your work was very evident. I appreciate sincerely your contributions to the effectiveness of the conference.

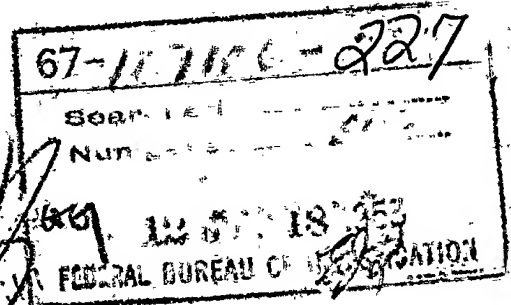
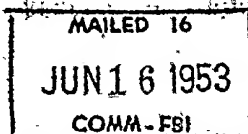
Sincerely yours,

J. Edgar Hoover  
(P&C)

cc: Mr. Nichols

LRH:rk  
67-109106

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
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Tele. Room \_\_\_\_\_  
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 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



July 24, 1953

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

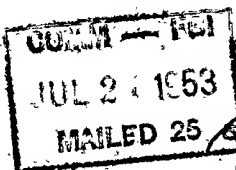
Dear Mr. Jones:

An inquiry has been made into the facts relating to a memorandum prepared by an Agent Supervisor assigned to the Crime Records Section concerning a recommendation for an award to Mr. [redacted], which memorandum incorrectly stated that several different types of awards had in the past been presented by the Bureau to citizens whose cooperation had been extremely helpful. In connection with this inquiry it has been noted that when your attention was called by your official superior to the fact that the original memorandum in the Peters' matter had been inaccurate, you had the agent supervisor prepare another memorandum on the same subject but this memorandum still did not clearly set out all pertinent information, making it necessary for your superior to personally check into the matter and clarify it.

b6  
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It is apparent that when the initial inaccuracy was brought to your attention you should have insured that the subsequent memorandum was both complete and accurate. Hereafter, you will be expected to give more careful attention to such matters and see to it that there is no repetition of such a failure on your part.

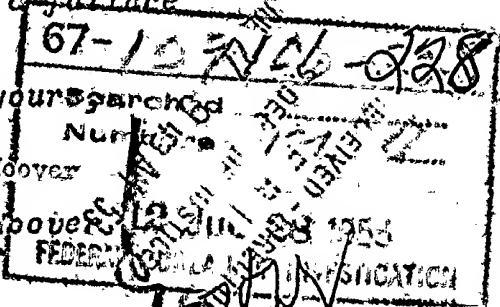
Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
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Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director



JIC:ggs

17 JUL 28 1953  
C.C. Nichols (Personal and Confidential)  
Personnel file of Milton A. Jones



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: August 7, 1953

FROM : H. L. Edwards *HL*

SUBJECT: MILTON A. JONES

Chief, Crime Records Section  
Records and Communications Division

RE: INSPECTOR'S AIDE

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Geany \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Agent Jones entered on duty 2/6/39 as a Special Agent and he is presently in Grade GS-15, \$10,800 per annum. On 7/24/45 he received training in inspection procedures.

By letter dated 10/25/50 he was CENSURED and PLACED ON PROBATION for his approval of two erroneously prepared letters addressed to newly elected officials of the International Association of Chiefs of Police. By letter dated 2/9/51 he was REMOVED FROM PROBATION.

By letter dated 4/19/51 he was CENSURED and PLACED ON PROBATION for his improper handling of a communication from the Miami Office regarding the violent death of Mrs. Caroline Chambers, of St. Cloud, Florida, from whom correspondence had been received and acknowledged several weeks before. By letter dated 10/17/51 he was REMOVED FROM PROBATION.

It is noted he was CENSURED by letter of 4/23/51 for his approval of a letter containing an incorrect salutation sent to Mrs. [REDACTED].

It is noted he was CENSURED by letter dated 9/7/51 for his failure to insure that explanation from the New York Office as to inaccuracies in memoranda submitted by that office on certain Communist Party leaders was not requested promptly.

By letter dated 3/5/52 he was CENSURED inasmuch as a Supervisor under his supervision failed to include in a memorandum a very pertinent reference contained in Bureau files which had a definite bearing upon the decision to be taken in response to a request for the Bureau's cooperation.

By letter dated 7/23/52 he was CENSURED for the delay in the preparation of correspondence for the Attorney General's signature to the National Association of County and Prosecuting Attorneys.

By letter dated 10/7/52 he was CENSURED inasmuch as a reply to Mr. George A. Touraine's telegram of 9/21/52 was not prepared by his section until 9/25/52.

By letter dated 1/23/53 he was CENSURED for the delay in acknowledging a letter of 12/2/52 from Professor [REDACTED].

It was further noted a reply to a carbon copy of the outgoing letter was received on 12/29/52 in his section from the Pittsburgh Office and did not reach the Investigative Division until 12/31/52.

CC: Mr. Clegg  
FDH:imb 167  
AUG 14 1953

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b7C

67-109106-329  
a reply to Mr. George A. Touraine's telegram of 9/21/52 was not prepared by his section until 9/25/52.  
Searched \_\_\_\_\_  
Numbered \_\_\_\_\_  
129  
J. Edgar Hoover  
U.S. DEPT. OF JUSTICE

By letter dated 1/30/53 he was CENSURED and PLACED ON PROBATION for his thoughtless and irresponsible handling of an invitation extended to the Director to attend the Radio Correspondents dinner on 2/7/53. By letter dated 4/9/53 he was REMOVED FROM PROBATION.

It is noted he was COMMENDED by letter dated 3/23/53 in connection with the tour of the Congressional Secretaries on the evening of 3/18/53.

On his 1953 annual performance report Mr. Nichols rated him SATISFACTORY and said he continued to conscientiously discharge his responsibilities. He was trustworthy, dependable and industrious. He was exceedingly capable at research activities and he had an unusually good mind. As the head of the Research Section, he must assume responsibility, which he did, and he handled a large volume of work.

By letter dated 6/15/53 he was COMMENDED inasmuch as some very favorable comments had been made concerning his lecture on "Correspondence with the Public" before the Correspondence Training Conference at the Seat of Government.

By letter dated 7/24/53 he was CENSURED inasmuch as it had been noted that when his attention was called by his official superior to the fact that the original memorandum prepared by an Agent Supervisor concerning a recommendation for an award to Mr. [REDACTED] had been inaccurate, Jones had the agent supervisor prepare another memorandum on the same subject but this memorandum still did not clearly set out all pertinent information, making it necessary for Jones' superior to personally check into the matter and clarify it.

RECOMMENDATION: It is recommended that approval be granted to continue utilizing the services of this Agent as an Inspector's Aide.

OK  
8/11 ✓

Jones  
8/11

## OFFICE MEMORANDUM UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: July 21, 1953

FROM : L. B. Nichols

SUBJECT: [REDACTED]

EOD 1-15-51

Assigned Crime Records (2-4-52)

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Supervisor [REDACTED] prepared a memo on [REDACTED] Chief Special Agent of the Pacific Telephone and Telegraph Company, Los Angeles, following a recommendation from the Los Angeles Office that an award be granted to [REDACTED]. In this memo, [REDACTED] pointed out that "over the years, the Bureau has presented several different types of awards to citizens whose cooperation has been extremely helpful. Samples of these awards have been secured from Mr. Gauthier and are attached. The Certificate mentioned by the Los Angeles SAC provably is the very old award designed before we had a Bureau Seal. It has not been used in many years. The Distinguished Service Award bearing the large FBI Seal in color is the one which has been approved for more popular usage in recent years."

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This memo went through the Bureau and attached to the memo were copies of Special Service Certificates prepared for presentation to the American Legion National Headquarters, the National Americanism Commission, the Special Service Certificate, which was given to American Legion Posts, and the Distinguished Service Award. It should have been apparent to Mr. [REDACTED] by merely examining these specimens that there are two containing the name of the American Legion National Headquarters wherein the phraseology is the same, but the art work is different. There are two made out to the National Americanism Commission and the phraseology is the same, but the art work is different. Nevertheless, Supervisor [REDACTED] prepared this memo and made the categorical statement which I above quoted.

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The exhibits which were originally attached were misplaced for a period of time, which is the subject of another memo, in which Davis is not involved. These were located last night and it was obvious to me something was wrong. I called Mr. Jones and had Mr. Jones have [REDACTED] come to the Bureau and straighten this out.

b6  
b7Ccc: Mr. Glavin  
LBN:MP168  
JUL 29 1953

I have asked for explanations as to the way this was handled and I am attaching hereto Mr. Jones' memo dated July 21, 1953, wherein he explains that Agent [ ] after obtaining samples of the awards from the Cartographic Section, incorrectly assumed these samples represented awards which actually had been bestowed, but such was not the case. Mr. Jones states the original memo should have been more specific in regard to the Distinguished Service Award, however, Mr. [ ] felt it was sufficient to point out this was the award which had been approved for popular usage in the recent past.

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After I had called Mr. Jones last night, I also talked to [ ] prepared an additional summary wherein he correctly points out we did not send out Special Service Certificates to individuals, but sent them only to the American Legion Posts. He still refers to the several samples of awards obtained from the Cartographic Section and does not specifically state which award was actually sent. I inquired of Mr. Jones about this this morning and Mr. Jones told me on the phone it would be impossible to tell. In the meantime, I started checking on this myself. Mr. Pennington remembered which award was sent out and identified it for me from the samples. Shortly after, I sent for [ ] after having called for Mr. Jones. [ ] and Jones came to my office and, of course, wanted to be of every possible assistance. I pointed out it was necessary for me to check into this and I would not bother them further about this particular matter.

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b7C

b6  
b7C

#### CONCLUSIONS AND RECOMMENDATIONS:

Supervisor [ ] has an excellent background. He has always been enthusiastic, makes a very good appearance and his work has been satisfactory. According to his most recent efficiency rating, March 31, 1953, Mr. Jones points out he is an extremely hard worker and is interested. His record in Mr. Jones' office has been generally good. I feel [ ] has possibilities for future development. He needs additional seasoning and accordingly, I recommend he be transferred from the Crime Records Section back to the field. I also recommend he be censured for the improper manner in which he prepared the memorandum above mentioned.

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b7C

MOHR'S NOTATION: "RECOMMEND CENSURE AND PROBATION ONLY".  
DIRECTOR'S NOTATION: "I CONCUR", H.

2. Mr. Jones, as head of the unit, must, of course, assume his share of the responsibility. I recommend he be censured for his failure to see to it, after I called him last night, that the memorandum pertaining to the awards was properly prepared.

DIRECTOR'S NOTATION: - "OK" H.

September 14, 1953

Mr. Wilton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

As Chief of the Crime Records Section you approved on September 7, 1953, a memorandum transmitting Photostats of two newspaper editorial clippings from two Texas newspapers for the attention of the Attorney General and the Deputy Attorney General. As you are aware it was necessary to return the memorandum with the attachments to have more legible Photostats prepared since it was considered that the original copies were unacceptable.

The Bureau feels that you were definitely at fault for allowing such inferior reproductions to clear your Section, particularly when you personally approved the memorandum of transmittal. The fact that you and an associate in the Crime Records Section would condone and approve such careless work is a serious reflection upon the standards of training and supervision in your Section. It is expected that you will take the necessary steps to insure against the recurrence of similar derelictions so that more drastic administrative action will not be necessary.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Nease \_\_\_\_\_

cc - Mr. Nichols (P&C)

CLT:ukc

MAILED 3

SEP 18 1953

COMM-FBI

SEP 28 1953

RECEIVED - DIRECTOR SEP 15 4 13 PM '53  
F B I  
U.S. DEPT. OF JUSTICE  
RECEIVED READING ROOM  
SEP 15 4 46 PM '53  
F B I  
U.S. DEPT. OF JUSTICE

SEP 21 1953

Mr. Milton A. Jones

Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

The Bureau's attention has been called to erroneous information appearing in the April issue of the "Investigator" for which you are being held responsible. Because of a weakness in the procedure in your section, the name of an individual appeared in the April issue as a recipient of a ten-year service award key although she did not receive this award. Such errors are most serious and might be of possible embarrassment to the Bureau.

It is expected that as Chief of the Crime Records Section, you will take immediate steps to prevent the recurrence of such errors so that it will not be necessary to criticize you again in this manner.

Very truly yours,

J. M. J. F. J. J.

John Edgar Hoover  
Director

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

CC: Mr. Nichols (Personal and ~~Confidential~~)

NEM: pbc

29 OCT

91053

MAILED 3

OCT - 6 1953

COMM - FBI

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: October 7, 1953

FROM : M. A. Jones

SUBJECT: ERROR IN APRIL, 1953, INVESTIGATOR  
CONCERNING TEN-YEAR KEY TO  
MRS. MARCELLA S. LUTES

M.A. Jones

Under date of October 5, I received a letter of censure (copy attached) wherein I am criticized "because of a weakness of the procedure in your section" which caused this particular mistake.

In this connection I want to mention my memorandum of September 23, 1953, wherein I pointed out that clerical employee [ ] handles the Investigator and that he would be on leave approximately one and one-half weeks and that his comments concerning the matter would be obtained upon his return to duty. [ ] returned to duty from leave on October 5, and my memorandum concerning this matter was submitted late yesterday (copy attached).

While I am not attempting to absolve myself from blame, I wish to reiterate that [ ] had in his possession written instructions specifically pointing out that such a check which would have avoided this error was to be made each month. The pertinent portion of these instructions reads as follows: "Distinguished Service Award Key list in the Proof Copy should be taken to [ ] Room 4537, for complete checking."

It would thus appear that the basic procedures in this regard are entirely satisfactory but that this error arose because of the failure of [ ] to carry out the basic procedures for the month in question.

I would like for the record to reflect the above.

24 IS STILL  
JONES RESPONSIBILITY  
TO SEE THAT THINGS  
ARE ACCURATE AND IT  
Attachment 1 SEE J.F. OF H. B. MILLER, 23

MAJ:rm Secretary of Defense

CHECK THINGS

It is still Jones responsibility to see that things are accurate and it is up to him to see that his people check things. LBN

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin  
Harbo  
Rosen  
Tracy  
Gearty  
Mohr  
Winterrowd  
Tele. Room  
Holloman  
 Sizoo  
Miss Gandy

b6  
b7C

b6  
b7C

b6  
b7C

RECORDED-24

67-109166-232	
Searched	1
Numbered	19
OCT 20 1953	
FEDERAL BUREAU OF INVESTIGATION	



Mr. Nichols

October 6, 1953

M. A. Jones

ERROR IN APRIL 1953 ISSUE OF INVESTIGATOR  
LISTING MRS. [REDACTED] AS RECIPIENT  
OF TEN YEAR KEY

b6  
b7CPURPOSE:

To explain background of error which appeared in the April, 1953, issue of the Investigator listing Mrs. [REDACTED] as recipient of a Ten Year Key, whereas actually she did not receive the key due to a technicality in the Service Award requirements.

b6  
b7CBACKGROUND:

The April, 1953, issue of the Investigator, on page 35, listed various individuals as recipients of Service Award Keys. Mrs. [REDACTED] was so listed. She theoretically was to have received her key on March 9, 1953, but did not get it in view of the fact that she went on maternity leave in the meantime and did not return to duty thereafter.

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It has been ascertained that for a short period, including the time during which the April, 1953, issue of the Investigator was being prepared, this Section did not check with the Personnel Administrative Section, which handles the Service Award Keys, just prior to the time the Investigator was printed. This explains the mix-up in connection with Mrs. [REDACTED]

b6  
b7CRESPONSIBILITY FOR ERROR:

Clerical employee [REDACTED], who has been in the Bureau since January 29, 1951, and who has been in Crime Records since June 11, 1951, handles the clerical work with regard to the Investigator. When [REDACTED] took over the Investigator he was fully instructed as to how to handle matters and also specifically told about the check which should be made with regard to the Service Award list each month. [REDACTED] likewise was given written instructions including this matter, which instructions he still has in his possession.

b6  
b7C

There is attached a memorandum from [REDACTED] in which he states that he failed to make the necessary check for a period of time when the April, 1953, issue was being prepared. [REDACTED] has no excuse to offer and admits that he was in the wrong by not checking as he should have.

b6  
b7C

Attachment

MAJ:mcq

ENCLOSURE

9-10710-232

Memorandum to Mr. Nichols

October 6, 1953

It is felt that the error is definitely [ ] fault and that there is just no excuse for his dereliction in this regard.

b6  
b7C

It should be noted that [ ] is a most conscientious employee, an extremely hard worker, and that generally his work is highly satisfactory.

RECOMMENDATION:

(1) That [ ] be censured severely for his dereliction with regard to the April, 1953, issue of the Investigator.

b6  
b7C

(2) At the present time, [ ] is due for reallocation from Grade GS-4 to Grade GS-6. In view of the above, however, it is recommended that this reallocation be held in abeyance for at least three months and that another recommendation be made at the end of that time.

January 29, 1954

PERSONAL AND CONFIDENTIAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

The Bureau has recently noted a failure on your part to adequately discharge your supervisory responsibilities. Specifically, you reviewed and approved an outgoing communication to the publisher of a Portsmouth, New Hampshire, newspaper on January 25, 1954, which did not answer an inquiry made by the publisher relative to a certain law enforcement officer. Surely you realize that the Bureau is most concerned with matters of this nature and your failure to see to it that this correspondence was properly handled is inexcusable.

It is expected that in the future you will devote greater care and attention in the performance of your supervisory duties so that you will not again be chargeable with such a dereliction.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

CC: Mr. Nichols (PERSONAL ATTENTION)

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

30 FEB 4 1954

MAILED 6  
FEB 1 1954  
COMM - FBI

12 FEB 3 1954

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: January 21, 1954

FROM : L. B. Nichols

SUBJECT: CAPTAIN [REDACTED]

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin  
Harbo  
Rosen  
Tracy  
Mohr  
Winterrowd  
Tele. Room  
Holloman  
 Sizoo  
Miss Gandy

b6  
b7C

The Director inquired why the tour for Captain [REDACTED] arranged by letter by Special Agent Joseph P. MacFarland, was not handled by a Special Agent.

BACKGROUND

By letter dated January 16, 1954, Special Agent Joseph P. MacFarland of the Seattle Office wrote the Director advising him that Captain [REDACTED] a labor leader in Seattle, was anxious to receive a tour of the Bureau and, if possible, to meet the Director. The letter advised that Captain [REDACTED] would be in Washington during the week of January 18, 1954.

b6  
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According to the time stamps, this letter was received in the Director's Office at 2:42 p.m., January 19, 1954; in Mr. Tolson's Office at 5:03 p.m., January 19, 1954. It was received in my office during the evening of January 19. The time stamp for my office was in error inasmuch as the machine was not functioning properly on Tuesday. In any event, I recall seeing the letter on Tuesday evening and forwarding it to Mr. Jones. The letter is stamped into the Crime Records Section at 9 19 a.m., January 20.

HANDLING IN CRIME RECORDS SECTION

A memorandum from Mr. Jones dated January 21, 1954, describes the handling of this communication in the Crime Records Section. Briefly, it states that the letter was stamped into Crime Records at 9:19 a.m., January 20; was routed to Supervisor Long, who noted that the Telephone Room had previously seen the letter, and immediately began a name check. The name check on Captain [REDACTED] was not completed until after Captain [REDACTED] had been afforded a tour and had left the Bureau.

b6  
b7CHANDLING IN THE TOUR ROOM

At approximately 11:40 a.m. on January 20, Captain [REDACTED] presented himself to the 9th and Pennsylvania entrances to the Bureau. He

b6  
b7C

cc: Mr. Jones

Tour Room

FEC:arm

30 FEB 25 1954

RECEIVED

130

Memorandum to Mr. Tolson from L. E. Nichols  
RE: CAPTAIN [redacted]

Handed Tour Leader [redacted] an unsealed letter to the Director from Special Agent MacFarland in Seattle. This is attached. It merely introduced Captain [redacted] and advised of Captain [redacted] desire to meet the Director and tour the Bureau. [redacted] telephoned Tour Room and sent [redacted] to the Director's Reception Room. The Telephone [redacted] also advised the Tour Room that Captain [redacted] was in the Reception Room.

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b7C

The Tour Room advised Tour Leader [redacted] of Captain [redacted] presence in the Director's Reception Room and [redacted] a very experienced tour leader, conducted the tour.

b6  
b7C

*Certainly this is a very impressive impression of*  
[redacted] is a good, conscientious, intelligent tour leader. EGD  
6-5-50. He has a degree from Pennsylvania State College and is attending Law school. He is 26 years old and has been a tour leader since April 16, 1951. During tour training (4-2 to 4-16, 1951) his classroom work was average, his examination grade was 97 and he was rated as a qualified tour leader.

b6  
b7C

His file reflects no criticism of his tour or complaints about them. It reflects one commendatory letter from a guest who made the tour.

His tours were monitored twice by Crime Records Special Agents and on 1 occasion by the Training Division. No derogatory comment noted.

#### OBSERVATIONS

*M.A. X J*

Obviously, this tour should have been taken by an Agent. The difficulty in the matter was lateness of the arrival of Agent MacFarland's letter and the uncertainty as to the time Captain [redacted] would come to the Bureau.

b6  
b7C

*There is no excuse. There was ample time.*  
The basic fault is mine. I was fully conscious of this tour and registered at the time he was due 1-18 and this was on the night of 1-19. I should have then and there sent a note to the Tour Room or held it till early Wednesday am and personally checked.

*I don't see why this should be held against me.*  
Failing this, Mr. Jones should have sensed this and taken hold of it. I frankly was trying to go to sleep in trying to clean up my desk, as it was, I didn't leave for dinner until 9:40 p.m. But this is no excuse.

Every effort will be made to prevent a recurrence of this situation.

Memorandum to Mr. Tolson from L. B. Nichols.

RE: CAPTAIN [redacted]

ATTACHMENTS

Incoming letter from Special Agent MacFarland, dated January 16, 1954, bearing time stamp.

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b7C

Incoming letter dated January 16, 1954, from Special Agent MacFarland to Director, presented to Tour Leader [redacted] by Captain [redacted]

Note from the Telephone Room informing that the Director met Captain [redacted]

b6  
b7C

Memorandum of explanation from Mr. Jones of the Crime Records Section.

Proposed outgoing letter to Special Agent Mac Farland dated January 21, 1954.

10

If we can't have a  
our tour in 12 or 13  
than this, they should  
be discontinued. We  
have been assured time  
and time ago that  
Nichols should be  
and would be  
be all over

It is likely that  
starting on  
up matter  
impossible  
3-1-54  
to  
get  
where  
the  
matters

It is not a matter of fact  
that a memorandum has been  
sent to the Director  
and the Director has  
not yet responded.

1. Agency and organizational designations U.S. Department of Justice Federal Bureau of Investigation	2. Pay period	3. Block No.	4. Slip No. 11609
--	---------------	--------------	----------------------

5. Employee's name (and social security account number when appropriate) W. MURRAY A. JONES	6. Grade and salary GA GS 15 \$10,800
--	--

**PAY ROLL CHANGE DATA**

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.		NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										

10. Remarks:	11. Appropriation(s) 84	12. Prepared by
		13. Audited by

☒ Periodic step-increase
 ☐ Pay adjustment
 ☐ Other step-increase

14. Effective date 1-17-54	15. Date last equivalent increase 7-20-52	16. Old salary rate \$10,800	17. New salary rate \$11,050	18. Performance rating is satisfactory or better.  (Signature or other authentication)
-------------------------------	--	---------------------------------	---------------------------------	--

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s):	(Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.	Initials of Clerk JAN 13 1954
--	--	----------------------------------

STANDARD FORM NO. 1126d—Revised  
 Form prescribed by Comp. Gen., U.S.  
 Nov. 8, 1950, General Regulations No. 102

**PAY ROLL CHANGE SLIP—PERSONNEL COPY**

LBN:MP

NAME:

M. A. JONES

CHIEF, CRIME RECORDS SECTION

EOD:

2/6/39

GRADE AND SALARY: GS-15; \$10,800

OFFICE OF PREFERENCE:

(1) Washington, D. C. (2) Richmond

(3) Louisville *file & movement records  
noted. Used inspection  
date 9-11-53, abt*

ASSISTANT TO THE DIRECTOR L. B. NICHOLS:

Mr. Jones has been in charge of the Crime Records Section since 1944. He is a hard worker; very industrious; handles a large volume of work and he is meticulous in the handling of detail. His ability in supervisory responsibilities has improved materially. In the large volume of work he handles, the very detail presents the possibilities for a high incident of error. Mr. Jones has matured and his prospective has broadened considerably. I consider Mr. Jones' services entirely satisfactory.

INSPECTOR DE LOACH

*Mr. Jones as reflected by the considerable amount of overtime he has performed is a hard worker and very industrious. A tremendous volume of work passes through his section and requires extremely careful and close consideration to prevent serious errors. Mr. Jones appears to have a good perspective concerning his various responsibilities and his services are considered to be entirely satisfactory in his present position.*

INSPECTION REPORT

RECORDS AND COMMUNICATIONS DIVISION

INSPECTOR DE LOACH

September 11, 1953

30 NOV 30 1953

NOV 12 02 PM '53

RECORDED-104  
INDEXED-104

67-NOV 12 02 PM '53

*Handwritten signatures and initials:*  
- A large signature, possibly "Joseph".  
- A signature with the number "3" above it.  
- A signature with the number "104" above it.  
- The number "51" in the bottom right corner.



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *Vim*

DATE: October 26, 1953

FROM : L. B. Nichols

b6  
b7C

SUBJECT:

*[Handwritten signature]*

EOD - June 21, 1951  
GS-3, \$3110  
Assigned - Crime Records Section

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

You sent me a See Me on a newspaper clipping reportedly from the New York Herald Tribune dated October 24, 1953, which you had received from the Director with the notation to check back on the Herald Tribune.

Obviously, this did not come from the Herald Tribune as they do not use that type of format to say nothing of the editorial content.

I immediately had Mr. Jones check into this, and he advises me that the clipping originally appeared in the New York Mirror for October 24, 1953. Miss [ ] the employee who clipped the papers on Saturday, inadvertently checked the New York Herald Tribune as the source. Miss [ ] memorandum of explanation is attached. She states that it was an inadvertent error and that she will try to be more careful in the future to see that an error like this does not recur.

b6  
b7C

Mr. Jones has discussed this matter with Miss [ ] and has stressed the importance of accuracy and reports that she regrets the error and will be more careful in the future. Mr. Jones states no further action seems necessary.

b6  
b7C

Miss [ ] has a very good record in the Bureau. She has been listed as an employee to be considered outstanding in her grade. The Director commended her in January for her participation in the processing of Christmas cards in the Crime Records Section.

b6  
b7C

I have known Miss [ ] to be a very conscientious employee however, in view of the serious consequences of ~~human~~ error, I feel that she should receive a letter of censure, as should Mr. Jones, as this occurred in his section under his supervision. Miss [ ] has been clipping the newspapers off and on for several months, although she does not do this as a regular job as the girl on duty on Saturday handles the clippings. Jones spot checks clippings at periodic intervals and it will be necessary for him to spot check them with greater frequency.

b6  
b7C

cc: Mr. Glavin

LBN:arm

(b-1)

RECOMMENDATIONS OF THE ADMINISTRATIVE DIVISION

b6  
b7C

It is recommended:

1. That Miss [ ] be censured for her carelessness.

*agree 10/28*  
*agree 10/28*  
*agree 10/28*  
*agree 10/28*  
*agree 10/28*

*inadequate supervision*  
*Done*  
*10/28*

2. That SA Milton A. Jones, Chief of the Crime Records Section, also be censured for his over-all responsibility in this matter.

*agree 10/28*  
*agree 10/28*  
*agree 10/28*  
*agree 10/28*  
*agree 10/28*

*inadequate supervision but I  
do think it is fair to say  
he should be removed by a supervisor.*  
*To be done*  
*10/28*

PERMANENT BRIEFS OF THE PERSONNEL FILES OF MISS [ ] AND MR. JONES  
ARE ATTACHED.

*AKC*

b6  
b7C



0 Q

3-122

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

WASHINGTON 25, D. C.

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent, of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent. I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The following person is designated as my beneficiary for FBI Agents' Insurance Fund.

Name [Redacted] Relationship [Redacted] Date 11-16-53  
Address RT 1, Box 438 Annandale, Va b6 b7C

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

NAME [Redacted] Relationship [Redacted] Date 11-16-53  
Address RT 1, Box 438 Annandale Va

30 NOV 18 1953

NOV 18 1953

Very truly yours,

*Milton A. Jones*  
Special Agent

# FIELD FIREARMS TRAINING RECORD

SPECIAL AGENT

Jones, Milton A.

FD-40  
3-25-47

OFFICE	MO. YR.	HS	PPC	SG	.30	MG	GAS	RD	PP	QUALIFIED
	7/49					83				✓ 2 MG
						60				
	7/49	76	94	100		75				
	11/49	82	92		86	65				
	12/49									
	1/50				88	98			✓	1 du
	5/50	73	92	100						100%
		89	96			96				100%
	5/51	80	90	100	78	88				
		78	90			86				
	M/50	96	94	100		94				
		90	94			92				
	8/51	86	92	100		84				
	9/51	94	91		87	92				
	4/52				89	98				
	5/52	98	91			94				
	6/52	94	92	100						↓
	7/52	100	96			80				
	8/52	98	94							
	12/52								✓	
	3/53								✓	
	4/53								✓	
	5/53	90	92			86				
MU	6/53	90	96	100	88	88				✓

20 OCT 30 1953

3-2-53  
2-M  
8

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: September 25, 1953

FROM : H. L. Edwards *HL*SUBJECT: [REDACTED]Clerk, Los Angeles Office  
Resignation Matterb6  
b7c

Tolson	
Ladd	
Nichols	
Belmont	
Clegg	
Glavin	<input checked="" type="checkbox"/>
Harbo	
Rosen	
Tracy	
Gearty	
Mohr	
Winterrowd	
Tele. Room	
Holloman	
Sizoo	
Miss Gandy	

SYNOPSIS

In letter dated 9-14-53 in which Mrs. [REDACTED] submitted her resignation following maternity leave, she pointed out that her name appeared in the "Investigator" as a recipient of a 10-year service award key although she did not receive same. Mrs. [REDACTED] entered on duty 2-4-43, resigned 12-30-47 and was reinstated 1-26-48 which would make her adjusted 10-year service award anniversary March 9, 1953. Established rule is that employees must be in an active duty status on the date that service award is due. Mrs. [REDACTED] ceased active duty on 1-30-53 and has never returned to active duty and is now submitting resignation. In view of this fact she clearly is not entitled to a 10-year service award key under existing rules.

b6  
b7c

Service award keys, due to length of time required for engraving, etc., are ordered 2 months prior to month of anniversary. The keys for March, 1953, were ordered on 1-20-53 and at that time a list of the recipients was furnished both to the jeweler and to the Crime Records Section, the latter list being for inclusion in the "Investigator." Such a list appears in the issue of the "Investigator" which is distributed the month following that in which the anniversary falls. Information from Crime Records Section reflects that a check was made with the Movement Unit of the Personnel Section prior to the time the "Investigator" dummy was sent to the printer. The check, however, would fail to reflect that Mrs. [REDACTED] would not receive a 10-year key inasmuch as the Movement cards would reflect that her name was still carried on the rolls and the Crime Records Section at that time was not aware that an individual not on active duty would not receive a service award. Since May of 1953, a direct check has been made by the Crime Records Section with the Service Award Desk in the Personnel Unit in order to hold to an absolute minimum the appearance of such names as is involved in the instant case. The only occasion now in which such might appear would be if the proposed recipient resigned or ceased to be in an active duty status as of a date following the date that the "Investigator" was "locked up" and sent to the printer. This would be

b6  
b7c

Attachment

WSH:jmf:333200

*Return to Mr. A. Jones  
NEM/ptc  
10/5/53*

Wyd

**Memo to Mr. Glavin**

a very short period of time and the likelihood of a recurrence would be very small. In the instant case the name would not have appeared in the "Investigator" had a direct check been made with the Service Award Desk inasmuch as the Service Award Desk had information as of 2-2-53 that Mrs. Lutes was on maternity leave.

It should be noted that for a number of months prior to March, 1953, a direct check was made with the Service Award Desk by the Crime Records Section to ascertain whether or not all the names previously submitted as recipients of service awards should be run in the forthcoming issue of the "Investigator." However, it has been ascertained that for a period of approximately 2 or 3 months around March, 1953, no direct check was made. It also has been ascertained that this was not done in view of the fact that Crime Records Section believed a check with the Movement Unit would be sufficient. As previously explained, such a check is not sufficient and this is clearly understood at the present time by the Crime Records Section.

It is felt that immediate steps should be taken by the Crime Records Section so that there will be no chance for error in the future in a similar case. As the situation now stands, there would be a possibility that from the 25th of the month until approximately the first or second of the following month (when the "Investigator" is "locked up" and sent to press) an individual appearing on the list as being a recipient of a service award key might resign or leave the Bureau for other reasons. Under the present setup this person's name would still appear in the "Investigator" although the individual did not actually receive a service award key.

As a possible alternative to the present method, it would be possible that the Service Award Desk furnish the Crime Records Section with a list of individuals who actually received service award keys. It is realized that material furnished which will appear in the November issue of the "Investigator" must be submitted before the deadline of September 25. If this policy were adopted, the list of service award recipients appearing in the "Investigator" would always be two months old. However, it is felt that a detailed plan should be worked out by the Crime Records Section so that the names of individuals will not in the future appear in the "Investigator" when they actually do not receive a service award.

In view of the error which was permitted in this case in permitting the name of [redacted] to appear in the April issue of the "Investigator," it is felt that a letter of censure should be directed to Section Chief M. A. Jones of the Crime Records Section and that any further administrative action be delayed until the return of [redacted] who is assigned to the Crime Records Section and who normally contacts the Service Award Desk directly.

b6  
b7c



Mr. Glavin

b6  
b7C

RECOMMENDATIONS:

(1) That the attached letter accepting the resignation of Mrs. [ ] be sent to her. It should be noted that this letter contains an explanation as to why she is not entitled to receive a service award key, and also as to why her name appeared in the "Investigator".

*James Light*  
*OK for 9/25*

(2) That the Crime Records Section be instructed immediately to institute a procedure whereby it will not be possible for names of individuals to appear in the "Investigator" as receiving service award keys when they actually have not and are not eligible to receive such ke

*James Light*  
*OK for 9/25*

b6  
b7C

(3) That a letter of censure be directed to Section Chief M. A. Jones of the Crime Records Section in view of the faulty procedure which permitted the incorrect appearance of Mrs. [ ] name in the April issue of the "Investigator."

*James Light*  
*OK for 9/25*

**Memo to Mr. Glavin**

b6  
b7C

**DETAILS**

Reference is made to the letter from Mrs. [redacted] dated September 14, 1953, in which she advised that she was submitting her resignation. She pointed out that she had been on maternity leave and that she now desired to terminate her employment. The third paragraph of this letter reads as follows: "The 'Investigator' carried my name on the rolls as having received a 10-year key. However, I never received same."

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It should be noted that Mrs. [redacted] entered on duty 2-4-43, resigned 12-30-47 and was reinstated 1-26-48. Following the date of her reinstatement in 1948, her adjusted award date from a service award standpoint would have been March 9, 1953, at which time she would have been eligible to have received a 10-year service award key. It should be further noted, however, that Mrs. [redacted] ceased active duty on 1-30-53 and as is indicated by the referenced letter from Mrs. [redacted] she has not returned to duty nor does she intend to do so following her extended period of maternity leave. The rule relative to this case clearly reflects that Mrs. [redacted] is not entitled to receive a 10-year service award key. It would have been necessary for Mrs. [redacted] to have returned to active duty following her period of maternity leave and there could have been no break in service in order for her to have been eligible for a 10-year service award key.

In order for the Service Award Unit to receive the engraved service award keys in sufficient time so that they can be mailed to the recipient on the anniversary date, such keys are ordered approximately 2 months ahead of time. In other words the keys for March of 1953 would have been ordered from the jeweler in January of 1953. In the particular list involved in January, 1953, it was prepared and delivered to the local jeweler in Washington, D. C., on January 20, 1953. The name of Mrs. [redacted] appeared on this list inasmuch as the Bureau had not received any information at that time indicating that she was going on maternity leave. At the time this list was furnished to the jeweler, a copy was likewise furnished to the Crime Records Section for inclusion of these names in the "Investigator." The list indicated the month in which the listed individuals would receive their service award keys. The Service Award Desk was subsequently notified on February 2, 1953, that [redacted] had ceased active duty and that she had been placed on maternity leave. No check, however, was made with the Service Award Desk by the Crime Records Section following that date and as a result, Mrs. [redacted] name inadvertently appeared on the list appearing in the April issue of the "Investigator" as being a recipient of a 10-year service award key.

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It was ascertained from the Crime Records Section that for a considerable period of time all names appearing in the "Investigator"



**Memo to Mr. Glavin**

relative to employees who are to receive service awards were checked with the Movement Section of the Administrative Division in order to ascertain that they were on the Bureau rolls. Such a check was made in this instance; however, it was further ascertained that it was not known that this check was insufficient in the sense that even though a person would be carried on the rolls in a leave without pay status, they would not necessarily receive a service award key. It should be noted that since May of 1953, a direct check has been made by the Crime Records Section with the Service Award Desk at the time the "dummy" of the "Investigator" is sent to the Exhibits Section to be set up, and another check is likewise made at the time this "dummy" is received back and before it is sent for printing. By this means every effort now is made to avert an incident such as occurred in this case.

It should be noted that for a number of months prior to March, 1953, a direct check was made with the Service Award Desk by the Crime Records Section to ascertain whether or not all the names previously submitted as recipients of service awards should be run in the forthcoming issue of the "Investigator." However, it has been ascertained that for a period of approximately 2 or 3 months around March, 1953, no direct check was made. It also has been ascertained that this was not done in view of the fact that Crime Records Section believed a check with the Movement Unit would be sufficient. As previously explained, such a check is not sufficient and this is clearly understood at the present time by the Crime Records Section.

It is felt that immediate steps should be taken by the Crime Records Section so that there will be no chance for error in the future in a similar case. As the situation now stands, there would be a possibility that from the 25th of the month until approximately the first or second of the following month (when the "Investigator" is "locked up" and sent to press) an individual appearing on the list as being a recipient of a service award key might resign or leave the Bureau for other reasons. Under the present setup this person's name would still appear in the "Investigator" although the individual did not actually receive a service award key.

As a possible alternative to the present method, it would be possible that the Service Award Desk furnish the Crime Records Section with a list of individuals who actually received service award keys. It is realized that material furnished which will appear in the November issue of the "Investigator" must be submitted before the deadline of September 25. If this policy were adopted, the list of service award recipients appearing in the "Investigator" would always be two months old. However, it is felt that a detailed plan should be worked out by the Crime Records Section so that the names of individuals will not in the future appear in the "Investigator" when they actually do not receive a service award.

**Mr. Glavin**

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In view of the error which was permitted in this case in permitting the name of [redacted] to appear in the April issue of the "Investigator," it is felt that a letter of censure should be directed to Section Chief M. A. Jones of the Crime Records Section and that any further administrative action be delayed until the return of SA [redacted] who is assigned to the Crime Records Section and who normally contacts the Service Award Desk directly.

COPY 97

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: September 14, 1953

FROM : C. L. TROTTER

SUBJECT: PREPARATION OF PHOTOSTATS 9-1-53;  
USE OF APECO AUTO-STAT MACHINE

SYNOPSIS

On 9-1-53 memorandum for Attorney General with copy for Deputy Attorney General prepared transmitting copies of two Texas newspaper editorials favorable to Bureau's position in Government Shivers' Civil Rights situation. Reproduced copies of editorials rejected by Director as being illegible. Mr. Nichols erroneously advised Mr. Holloman these copies prepared on Apeco Auto-Stat machine in Crime Records Section when actually they had been prepared by Mechanical Section on Photostat machine. (News print paper too poor to adequately copy on Auto-Stat machine in Crime Records.) Mechanical Section employee who prepared Photostats was [redacted] who is under supervision of Section Chief R. C. Renneberger of Mechanical Section. Copies attached to memorandum prepared by Special Agent Supervisor [redacted] of Crime Records Section and approved by him. Memorandum and copies also approved by Section Chief M.A. Jones of Crime Records Section. Both of these employees deemed in error for accepting and approving illegible Photostats. Assistant to the Director L. B. Nichols is responsible for over-all operations of Crime Records Section. Letter of censure recommended for [redacted] R. C. Renneberger, [redacted] M. A. Jones, and L. B. Nichols. b6 b7C

Director and Mr. Tolson have requested specifics as to use of Apeco Auto-Stat, number in use at Seat of Government, and when approved. Two Apeco Auto-Stat machines were secured for use at Seat of Government by Records Section and Crime Records Section during first part of 1952. Records uses theirs to copy highly confidential personnel matters for files of employees incidentally involved in personnel situations, for copy work where a few copies are needed for auxiliary investigative files, and for reproduction throughout day of changing locate lists. Crime Records uses Apeco Auto-Stat for fast copy work when transmitting incoming correspondence to field or other Government agencies where speed is of the essence. Each Auto-Stat machine replaces three typists formerly engaged in copy work. Auto-Stat is small copying device adaptable to copying 10 or less copies where speed is essential and it saves preparation of requisitions, transporting of copy work to Mechanical Section and delays in awaiting washing and drying that normal Photostat operations encompass. Cost of Auto-Stat reproduction is 9¢ per page

Attachmentx

CLT:hkc

NOV 10 1953

Memo to Mr. Tolson from Executives Conference 10-20-53 TEB

as against 6% cost for Photostat reproduction. Crime Records Auto-Stat machine presently producing less than 30 pages per day at total extra daily cost of 90%.

Auto-Stat machine in Records Section used to copy approximately 55 locate lists, 65 pages of personnel mail, and approximately 180 reproductions for auxiliary files on current incoming correspondence being classified. This makes for total of approximately 300 pages on two work shifts in Records Section for total extra daily cost of \$9.00. Locate lists are expedite and constantly change throughout day. Considered highly desirable to continue confining copy work on personnel matters to Records Section.

Records has been queried as to necessity of reproducing average of approximately 180 pages on current mail processing specials. Section Chief W. G. Eames states Auto-Stat has definitely saved time in Records, allowing for more expeditious processing of mail into proper files and along routing channels. Points out time lost in preparation of requisitions for Photostating plus transportation of material to basement of building and return to order to have Photostating performed. Wherever exigencies of situation will permit, services of Photostat Unit utilized by Records Section. Where nature of correspondence calls for expedite handling, Auto-Stat employed by Records.

Mechanical Section advises Photostat work at present time current although they have just worked out of heavy backlog. Supervisor [ ] of Mechanical Section queried as to ability to handle more Photostat work for Records Section. States at present time Photostat machines in Mechanical Section fully occupied and experience has shown sporadic flow of work of expedite nature from other Divisions might at times slow Records Section's reproductions down to delay of from 3 to 4 days. Present usage of Auto-Stat machine in Records Section definitely eliminates possibility of these delays and extra work of requisitioning and transporting material to Mechanical Section for Photostating offsets the increased cost of reproduction by Auto-Stat for these 180 others specials, which amounts to \$5.40 per day. b6 b7C

Concluded, therefore, that on mass operation volume basis, Photostat is superior to Auto-Stat since Photostat operation is entirely mechanized whereas Auto-Stat requires constant exercise of individual operator's skill and aptitude. Each reproduction system has definite place in the scheme of things, in the copy field. No change is recommended at this time.

"I am not so sure of this. Suggest it be considered by Exec Conference."

9-15 Tolson

DIRECTORS NOTATION: "YES." H.

RECOMMENDATIONS

It is recommended that letter of censure be forwarded the following employees for the preparation and approval of the original illegible Photostats that were rejected by the Director on 9-1-53:

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(1) Censure for [ ] Mechanical Section clerical employee who originally prepared the illegible copies.

"I agree." JPM 9-15  
"I agree." Tolson 9-15  
"I agree." FH 9-15  
DIRECTORS NOTATION: "OK." H.

(2) Censure for Mechanical Section Chief R. C. Renneberger as co y was prepared in his section.

"I agree." JPM 9-15  
"OK." Tolson  
"I agree." FH 9-15  
DIRECTORS NOTATION: "OK." H.

b6  
b7C

(3) Censure for Sp cial Agent Supervisor [ ] Crime Records Section, who approved the illegible copies.

"I agree." JPM 9-15  
Tolson  
"I agree." FH 9-15  
DIRECTORS NOTATION: "OK." H.

(4) Censure for Crime Records Section Chief M. A. Jones who approved the illegible copies.

"I agree." JPM 9-15  
"OK." Tolson  
"I agree." FH 9-15  
DIRECTORS NOTATION: "OK." H.

(5) Censure for Assistant to the Director L. B. Nichols since he is responsible for the over-all operations of the Crime Records Section and he misinformed Mr. Holloman on 9-1-53 resulting in erroneous advice being given to the Director that the copies had been prepared on the Apeco Auto-Stat machine in Crime Records when actually they had been prepared in the Photostat Unit of the Mechanical Section.

"I agree." JPM 9-15  
"OK." Tolson  
"I agree." FH  
DIRECTORS NOTATION: "OK." H.

Should you agree, the necessary letters are attached.

#### PURPOSE

It is the purpose of this memorandum to set forth the circumstances concerning the submission of unacceptable Photostats of newspaper editorials being transmitted to the Attorney General on 9-1-53, and, further, to answer the Director's inquiry concerning the use of the Apeco Auto-Stat copying device.

#### DETAILS

Pursuant to instructions from Mr. Nichols, the Crime Records Section by memorandum of 9-1-53 had prepared two copies of two Texas newspaper editorials dealing with the Governor Shivers' situation for transmittal to the Attorney General with copies also for the Deputy Attorney General for their information. The copies of the editorials

3 8

were returned by the Director as being unacceptable for dissemination purposes. The following circumstances deal with the responsibility for the preparation of these faulty copies.

PREPARATION AND APPROVAL OF FAULTY PHOTOSTATS

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b7C

The Crime Records Section has advised that upon receipt of the two favorable editorials appearing in two Texas newspapers a memorandum to the Attorney General was prepared by Special Agent [redacted] of the Crime Records Section and to this were attached copies of the editorials, these copies being originally prepared on the Apeco Auto-Stat machine maintained in the Crime Records Section. Due to the poor quality of the newspaper on which these editorials were printed it was not possible to obtain acceptable copies and upon the instructions of Section Chief M. A. Jones of the Crime Records Section a requisition was prepared for the Mechanical Section to make Photostat reproductions of the two editorials. The positives of these Photostats were prepared at approximately 5:15 P.M. on 9-1-53 by clerical employee [redacted] of the Mechanical Section. These were attached to the memorandum for the Attorney General, approved by Special Agent Supervisor [redacted] and Section Chief M. A. Jones of the Crime Records Section. When this memorandum arrived in the Director's Office the Director pointed out to Mr. Holloman that the Photostats were unacceptable for dissemination purposes and returned them for better copies.

Mr. Holloman has advised that he took the memorandum to Mr. Nichols and indicated that he was going to bring the matter of the poor Photostats to the attention of the Administrative Division since it was their responsibility to prepare acceptable Photostats in the first instance. Mr. Nichols advised Mr. Holloman that the entire responsibility for the preparation of these copies lay in the Crime Records Section since he thought they had been prepared by Crime Records on the Apeco Auto-Stat machine in the Crime Records Section. As a result of this information, the Director was then advised by Mr. Holloman that the original Photostats were not prepared in the Bureau's regular Photostat Unit but were prepared on a "special Photostating machine" in the Crime Records Section. To this the Director commented, "I want to know more about this. I didn't know we had such a setup." Mr. Tolson also inquired, "How many more do we have at the Seat of Government? When was it approved?" (The Director's and Mr. Tolson's inquiries are being answered in a separate section of this memorandum.)



CONCLUSIONS AS TO RESPONSIBILITY FOR  
PREPARATION AND APPROVAL OF FAULTY PHOTOSTATS

(1) Clerical employee [ ] of the Mechanical Section was the employee responsible for the actual preparation of the Photostats which were rejected as being unacceptable by the Director.

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(2) Mr. R. C. Renneberger is the Section Chief in charge of the Mechanical Section and although there is no indication that he actually saw the two illegible Photostats prepared by Mechanical Section employee Russell Davis, nevertheless it is his responsibility to insure that by proper training and supervision the employees of the Mechanical Section turn out an acceptable finished product.

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(3) Special Agent Supervisor [ ] of the Crime Records Section was the employee who approved the memorandum to which the Photostats were attached and as such he is responsible for seeing that they were of sufficient legibility for dissemination purposes.

(4) Section Chief M. A. Jones of the Crime Records Section also approved the memorandum to which the illegible Photostats were attached. It was his responsibility to insure that acceptable reproductions were attached for the Attorney General.

(5) Assistant to the Director L. B. Nichols is responsible for the over-all work performance of employees in his division. In addition, he erroneously advised Mr. Holloman on 9-1-53 that the copies attached to the memorandum had been prepared on the Apeco Auto-Stat machine in the Crime Records Section when actually they were Photostats prepared by the Mechanical Section.

Letters of censure have been recommended for all of the foregoing individuals.

ADVANTAGE AND DISADVANTAGES OF  
APECO AUTO-STAT VERSUS PHOTOSTATS

During the early spring of 1952, as a result of a survey instituted in the Records Section and the Crime Records Section of the Records and Communications Division, it was found that there was commercially being marketed a small portable device that could be utilized for reproducing positive copies of correspondence which might be adaptable to the particular work in these two sections.

The problem in the Records Section revolved around (1) the reproduction of file copies for auxiliary files other than the main



Section and the Crime Records Section.

(2) Copy work may be done at the exact location where it is needed. It is not necessary to prepare requisitions to transmit the material to the basement of the Justice Building where the Mechanical Section is located in order to have the copy work performed on the Photostat machines.

(3) The device is fast since it requires less than a minute to prepare a positive copy of the reproduction desired.

(4) Nowashing and drying of the paper is necessary. The paper is durable and may be written on.

(5) No special long-range training is necessary to teach an employee the use of the machine. At the end of approximately one day's training an employee with the aptitude along this line can with care turn out an entirely acceptable finished reproduction.

#### DISADVANTAGES OF THE RPECO AUTO-STAT

(1) The device is a little more expensive than mass production on Photostats, each finished sheet costing approximately 9¢ as against approximately 6¢ for the Photostats. At the present time the Auto-Stat machine in Crime Records Section turns out less than 30 pages per day at a total extra daily cost of 90¢. The Auto-Stat machine in Records Section is used to copy approximately 180 reproductions for auxiliary files on current incoming correspondence being classified. This makes for a total of approximately 300 pages on two work shifts in Records Section for a total extra daily cost of \$9.00. Survey as to justification for continued volume of handling in Records Section conducted. Concluded that copy work on locate lists and personnel matters should continue as is. Although Mechanical Section could at times handle some of the auxiliary file copy work, due to sporadic nature of other specials handled by Mechanical Section plus additional cost of requisition handling, considered that extra daily cost of \$5.40 to handle the average 180 per day auxiliary file copy work justified.

(2) Apeco Auto-Stat is not adaptable to voluminous project work where time is not of the essence since while it makes one copy faster than a Photostat machine, the Photostat machine is able to grind out on a production-wise basis over a longer period of time a volume that could in no sense be equaled by an individual operator handling hand to hand reproduction of single copies on the Apeco Auto-Stat

machine. In other words, the Photostat machines are entirely mechanical once the proper adjustments are set where as the Apeco Auto-Stat machine relieves on the individual skill and aptitude of the operator.

(3) When chemicals are first mixed for the Apeco Auto-Stat machine they are strong and the operator is required to give a minimum of light exposure during the reproduction process. As the day wears on and the chemicals deteriorate, either with or without usage, it is necessary to increase the light exposure time in order to maintain the balance of contrast in the finished reproduction. In other words, the Apeco Auto-Stat is a "one man machine" and as long as the same operator is with that machine all day long he can fairly accurately judge the exposure time as against the deterioration of the chemicals involved so as to turn out a highly acceptable product all day long.

(4) The size of the reproduction on the Apeco Auto-Stat is strictly limited to the size of the paper that the machine will take. This runs to letter size and legal size paper only and when larger work must be reproduced the Apeco Auto-Stat cannot handle it.

(5) If more than approximately ten copies of a reproduction are desired, at that point the onus shifts from the advantages of using the Apeco Auto-Stat to the advantage of mass producing as can be done on the automatic Photostat machines.

CONCLUSIONS AS TO USE OF APECO AUTO-STAT  
VERSUS PHOTOSTAT

Each of the two reproducing devices has its own place in the Bureau. For routine mass production the normal Photostating process is far superior to the Apeco Auto-Stat. For fast, inexpensive copy work where only a few copies are desired, with proper skill being exercised on the part of the operator the Apeco Auto-Stat is a definite aid. No change is recommended.

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PERMANENT BRIEFS OF THE FILES OF [REDACTED], R. C. RENNE-  
BERGER, [REDACTED] AND M.A. JONES ARE ATTACHED.

files; (2) Expeditionous reproduction of highly confidential personnel matters for the Personnel Records Section in cases where multiple copies were desired for the files of Bureau personnel who were incidentally involved in personnel situations; and (3) the reproduction several times daily of lists containing serial and file locates which could be distributed to the various locate clerks searching the offices of the Bureau to locate the files and serials needed but which were then in circulation.

You will recall that by memorandum captioned "Use of Apeco Auto-Stat in Records Section" from Mr. Trotter to Mr. Nichols dated 6-9-52, this problem was set forth and at that time the advantages of the Apeco Auto-Stat reproducing device were listed. It was pointed out that this process was fast, inexpensive, and would replace three typists in the Records Section who at that time were assigned to copy work and would also save the Mechanical Section a considerable amount of work. The important advantage was that these personnel matters would be now confined to the Records Section and it would not be necessary to send the memoranda off of the floor for reproduction elsewhere. At that time there were attached copies of serials and correspondence that had been made on the Apeco Auto-Stat showing the results of long-range tests which had been conducted in the Records Section and it was recommended that the Bureau approved this procedure for the Records Section. Mr. Nichols and you agreed. The Auto-Stat machine has been used in the Records Section since.

#### USE OF THE AUTO-STAT MACHINE IN THE CRIME RECORDS SECTION

At approximately the same period of time the Crime Records Section secured another Auto-Stat machine which was used for the purpose of reproducing copies of correspondence for dissemination purposes in connection with the handling of day-to-day correspondence in that section. In this connection there is a considerable volume of incoming material which it is necessary to copy and forward on to the field or to other Government agencies for information and investigative purposes. The problem in Crime Records was to secure a device which would be fast, inexpensive, and do away with needless copy work by typists. The purchase of the Auto-Stat machine for the Crime Records Section was approved by Mr. Nichols and Mr. Glavin.

Both machines have been used successfully for their originally-procured purposes.

#### ADVANTAGES OF APECO AUTO-STAT

(1) Each machine saves approximately the services of three typists who were formerly engaged in copy work in both the Records

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

Mr. Nichols

January 26, 1954

DATE:

FROM :

M. A. Jones

SUBJECT:

HANDLING OF LETTER OF JANUARY 22,  
FROM MR. [REDACTED]  
PORTSMOUTH, NEW HAMPSHIREb6  
b7C

Tolson	_____
Ladd	_____
Nichols	_____
Belmont	_____
Clegg	_____
Glavin	_____
Harbo	_____
Rosen	_____
Tracy	_____
Gearty	_____
Mohr	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Sizoo	_____
Miss Gandy	_____

Milton A. Jones

Reference is made to Mr. Tolson's inquiry as to why in our outgoing wire to Mr. [REDACTED] yesterday afternoon we failed to take cognizance of his request for a comment concerning [REDACTED] of the Portsmouth Police Department.

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b7C

There is attached a memorandum from Supervisor [REDACTED] who dictated the outgoing communication. I was given instructions to get the wire out just as soon as possible and accordingly I told [REDACTED] to do it just as soon as he could. It was a case of "haste makes waste" apparently, and in his rush [REDACTED] overlooked the request for a comment on [REDACTED]. He has no excuse, and I have appropriately cautioned him to be more careful in this regard.

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b7C

I likewise went over the incoming hurriedly and have no excuse for overlooking this matter either.

RECOMMENDATION:b6  
b7C

That I be censured in this regard and that no other action be taken, ALSO [REDACTED] should be censured.

Attachment

MAJ:mnf

1-ENCL.

RECORDED-34

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b7C

67-109106-234
Searched 1/1
Numbered
12 FEB 3 1954
FEDERAL BUREAU OF INVESTIGATION

30 FEB 12 1954

17. RATING OR SPECIALTY		TIME IN THIS CAPACITY: TOTAL	LAST SIX MONTHS
CLINICAL EVALUATION		NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)	

Multiple varicella scars (NCD)

(Continue in item 73)

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES

Type III  
Class I

47. SEROLOGY (Specify test used and result)

1 Kahn, N 2, 195

- FECCAL-B... ..

FEB 12 1954

MEASUREMENTS AND OTHER FINDINGS											
51. HEIGHT 73"		52. WEIGHT 201		53. COLOR HAIR Brown		54. COLOR EYES Gray		55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> HEAVY <input type="checkbox"/> OBESE <input type="checkbox"/>		56. TEMP. Normal	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)					
SITTING SYS. 128 DIAS. 66		RECUM. BENT SYS. DIAS.		STANDING (3 min.) SYS. DIAS.		SITTING 72		AFTER EXERCISE 92		2 MIN. AFTER 80	
59. DISTANT VISION		60. REFRACTION		61. NEAR VISION							
RIGHT 20/ 20 CORR. TO 20/		BY S. CX		CORR. TO		BY					
LEFT 20/ 20 CORR. TO 20/		BY S. CX		CORR. TO		BY					
62. HETEROPHORIA: (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD											
63. ACCOMMODATION RIGHT LEFT		64. COLOR VISION (Test used and result) APC 1940 Normal				65. DEPTH PERCEPTION (Test used and score)		UNCORRECTED CORRECTED			
66. FIELD OF VISION		67. NIGHT VISION (Test used and score)				68. RED LENS		69. INTRAOCULAR TENSION			
70. HEARING		71. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)			
RIGHT WV. 15 /15 SV. 15 /15		250 500 1000 2000 3000 4000 5000 250 512 1024 2048 3096 4096 5192									
LEFT WV. 15 /15 SV. 15 /15											
73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY.											

Had typhoid fever in 1933.

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

76. PHYSICAL PROFILE

P	U	L	H	E	S

77. EXAMINEE (Check)

☒ IS  
☐ IS NOT

QUALIFIED FOR

STRENUOUS PHYSICAL EXERTION AND USE OF FIREARMS

PHYSICAL CATEGORY

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

A	B	C	E

79. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

S/

80. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

b6  
b7c

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

SIGNATURE

S/

CDR DC USN

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE

NUMBER OF AT-  
TACHED SHEETS

# REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

1. LAST NAME—FIRST NAME—MIDDLE NAME <i>Jones Milton A</i>				2. GRADE AND COMPONENT OR POSITION		3. IDENTIFICATION NO.	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)				5. PURPOSE OF EXAMINATION		6. DATE OF EXAMINATION <b>FEB 3 1954</b>	
7. SEX <i>M</i>	8. RACE <i>White</i>	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE		11. ORGANIZATION UNIT		
12. DATE OF BIRTH <i>1-24-13</i>		13. PLACE OF BIRTH <i>Monticello Ky</i>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN			
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS				16. OTHER INFORMATION			

17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists)

*Good*

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE:			
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item)	RELATION(S)
FATHER	79	<i>Good</i>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	HAD TUBERCULOSIS	<i>Uncle</i>
MOTHER	75	<i>Overweight</i>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	HAD SYPHILIS	
SPOUSE	40	<i>Good</i>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	HAD DIABETES	
BROTHERS AND SISTERS	37	<i>Good</i>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	HAD CANCER	<i>Aunt</i>
	42	<i>"</i>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	HAD KIDNEY TROUBLE	
	31	<i>"</i>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	HAD HEART TROUBLE	
					<input type="checkbox"/>	<input checked="" type="checkbox"/>	HAD STOMACH TROUBLE	
CHILDREN	10	<i>"</i>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	HAD RHEUMATISM (Arthritis)	
	8	<i>"</i>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	HAD ASTHMA, HAY FEVER, HIVES	
	5	<i>"</i>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	HAD EPILEPSY (Fits)	
					<input type="checkbox"/>	<input checked="" type="checkbox"/>	COMMITTED SUICIDE	
					<input type="checkbox"/>	<input checked="" type="checkbox"/>	BEEN INSANE	

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)

YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SCARLET FEVER, ERYSIPELAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GOITER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TUMOR, GROWTH, CYST, CANCER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	"TRICK" OR LOCKED KNEE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DIPHTHERIA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TUBERCULOSIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RUPTURE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FOOT TROUBLE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RHEUMATIC FEVER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SOAKING SWEATS (Night sweats)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	APPENDICITIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NEURITIS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SWOLLEN OR PAINFUL JOINTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ASTHMA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PILES OR RECTAL DISEASE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PARALYSIS (Inc. infantile)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MUMPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SHORTNESS OF BREATH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FREQUENT OR PAINFUL URINATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EPILEPSY OR FITS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	WHOOPING COUGH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PAIN OR PRESSURE IN CHEST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	KIDNEY STONE OR BLOOD IN URINE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CAR, TRAIN, SEA, OR AIR SICKNESS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	FREQUENT OR SEVERE HEADACHE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHRONIC COUGH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUGAR OR ALBUMIN IN URINE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FREQUENT TROUBLE SLEEPING
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DIZZINESS OR FAINTING SPELLS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PALPITATION OR POUNDING HEART	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BOILS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FREQUENT OR TERRIFYING NIGHTMARES
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EYE TROUBLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HIGH OR LOW BLOOD PRESSURE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VENEREAL DISEASE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DEPRESSION OR EXCESSIVE WORRY
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EAR, NOSE OR THROAT TROUBLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CRAMPS IN YOUR LEGS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RECENT GAIN OR LOSS OF WEIGHT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LOSS OF MEMORY OR AMNESIA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	RUNNING EARS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FREQUENT INDIGESTION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ARTHRITIS OR RHEUMATISM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BED WETTING
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CHRONIC OR FREQUENT COLDS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	STOMACH, LIVER OR INTESTINAL TROUBLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BONE, JOINT, OR OTHER DEFORMITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NERVOUS TROUBLE OF ANY SORT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEVERE TOOTH OR GUM TROUBLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GALL BLADDER TROUBLE OR GALL STONES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LAMENESS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ANY DRUG OR NARCOTIC HABIT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SINUSITIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JAUNDICE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LOSS OF ARM, LEG, FINGER, OR TOE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EXCESSIVE DRINKING HABIT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HAY FEVER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ANY REACTION TO SERUM, DRUG OR MEDICINE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PAINFUL OR "TRICK" SHOULDER OR ELBOW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)

<input checked="" type="checkbox"/>	WORN GLASSES	<input checked="" type="checkbox"/>	ATTEMPTED SUICIDE	<input checked="" type="checkbox"/>	BEEN PREGNANT		AGE AT ONSET OF MENSTRUATION
<input type="checkbox"/>	WORN AN ARTIFICIAL EYE	<input type="checkbox"/>	BEEN A SLEEP WALKER	<input type="checkbox"/>	HAD A VAGINAL DISCHARGE		INTERVAL BETWEEN PERIODS
<input checked="" type="checkbox"/>	WORN HEARING AIDS	<input type="checkbox"/>	LIVED WITH ANYONE WHO HAD TUBERCULOSIS	<input type="checkbox"/>	BEEN TREATED FOR A FEMALE DISORDER		DURATION OF PERIODS
<input checked="" type="checkbox"/>	STUTTERED OR STAMMERED	<input type="checkbox"/>	COUGHED UP BLOOD	<input type="checkbox"/>	HAD PAINFUL MENSTRUATION		DATE OF LAST PERIOD
<input checked="" type="checkbox"/>	WORN A BRACE OR BACK SUPPORT	<input type="checkbox"/>	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION	<input type="checkbox"/>	HAD IRREGULAR MENSTRUATION		QUANTITY: <input type="checkbox"/> NORMAL <input type="checkbox"/> EXCESSIVE <input type="checkbox"/> SCANTY

23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?

*1*

24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS?

*15 yrs*

25. WHAT IS YOUR USUAL OCCUPATION?

*Investigator*

26. ARE YOU (Check one)

☒ RIGHT HANDED ☐ LEFT HANDED

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YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
	<input checked="" type="checkbox"/>	27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC. B. INABILITY TO PERFORM CERTAIN MOTIONS C. INABILITY TO ASSUME CERTAIN POSITIONS D. OTHER MEDICAL REASONS (If yes, give reasons)
	<input checked="" type="checkbox"/>	28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
	<input checked="" type="checkbox"/>	29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
	<input checked="" type="checkbox"/>	30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
	<input checked="" type="checkbox"/>	31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
	<input checked="" type="checkbox"/>	32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
	<input checked="" type="checkbox"/>	33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
	<input checked="" type="checkbox"/>	34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
	<input checked="" type="checkbox"/>	35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
	<input checked="" type="checkbox"/>	36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses)
	<input checked="" type="checkbox"/>	37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
	<input checked="" type="checkbox"/>	38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)
	<input checked="" type="checkbox"/>	39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.  
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

SIGNATURE

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers in items 20 thru 39)

b6  
b7c

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER

DATE

SIGNATURE

NUMBER OF ATTACHED SHEETS



ATTACHMENT TO STANDARD FORM 88  
(Revised July 21, 1952)

Report of Medical Examination

FOR INFORMATION AND GUIDANCE OF MEDICAL EXAMINER:

The following portions of the attached examination report form need not be completed:

2	67
3	68
11	69
14	71 (unless other
17	examination indi-
62	cates desirable)
65	72

Item 48, the electrocardiogram, is not required unless the examinee is over 35 years of age or unless other examination indicates such is desirable.

If the examinee is an applicant, the Chest X ray and blood type and Rh factor (Items 46 and 49) are not necessary unless the facilities for affording same are readily available to the examiner.

FOR ALL EXAMINEES, WHETHER CLERICAL OR SPECIAL AGENT APPLICANTS OR EMPLOYEES:

The medical examiner should answer the following question:

Examinee 15 qualified for strenuous physical  
(is or is not)  
exertion. (Designate which)

FOR ALL MALE EMPLOYEES OR APPLICANTS:

The medical examiner is requested to answer the following:

Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

No  
If answer is "yes" please specify.

IT IS ESSENTIAL THAT ALL STATEMENTS IN ITEMS 59, 61, 64 AND 70 PERTAINING TO VISUAL ACUITY, COLOR VISION AND HEARING BE COMPLETED IN DETAIL.

[Signature]  
(Signature of Medical Examiner)

2/9/54  
(Date)

ENCLOSURE

67-109106-235

b6  
b7C

**FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE**

**REPORT OF PERFORMANCE RATING**

Name of Employee: MILTON A. JONES

Where Assigned: Records & Communications Div Crime Records Section  
(Division) (Section, Unit)

Payroll Title: Special Agent, Chief Crime Records Section GS-15

Rating Period: from April 1, 1953 to March 31, 1954

ADJECTIVE RATING: Satisfactory  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

m. j.

Rated by: [Signature] Assistant to the Director 4/15/54  
Signature Title Date

Reviewed by: [Signature] ASSISTANT DIRECTOR DATE  
Signature Title Date

Rating approved by: [Signature] ASSISTANT DIRECTOR MAY 3 1954  
Signature Title Date

TYPE OF REPORT

(☒) Official  
(☒) Annual

( ) Administrative

( ) 60-day

( ) Transfer

( ) Separation from service 5 1954

( ) Special

FEDERAL BUREAU OF INVESTIGATION

4 MAY 6 1954

RECORDED - 67

67-109106-236

63

3 [Signature]

MAY 12 1954

# NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

88

88

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

MILTON A. JONES

Special Agent

Name of Employee

Title Chief Crime Records

Rating Period: from 4/1/53 to 3/31/54

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
 ✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
 - Unsatisfactory.  
 O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail; and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- |   |   |
|---|---|
| <p>✓ (1) Personal appearance.<br/>         ✓ (2) Personality and effectiveness of his personal contacts.<br/>         + (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).<br/>         + (4) Physical fitness (including health, energy, stamina).<br/>         ✓ (5) Resourcefulness and ingenuity.<br/>         + (6) Forcefulness and aggressiveness as required.<br/>         ✓ (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.<br/>         ✓ (8) Initiative and the taking of appropriate action on own responsibility.<br/>         ✓ (9) Planning ability and its application to the work.<br/>         ✓ (10) Accuracy and attention to pertinent detail.<br/>         + (11) Industry, including energetic, consistent application to duties.<br/>         + (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.<br/>         + (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.<br/>         + (14) Technical or mechanical skills.<br/>         (15) Investigative ability and results:<br/>           (a) Internal security cases<br/>           (b) Criminal or general investigative cases<br/>           (c) Fugitive cases<br/>           (d) Applicant cases<br/>           (e) Accounting cases<br/>         (16) Physical surveillance ability.</p> | <p>(17) Firearms ability.<br/>         (18) Development of informants and sources of information.<br/>         ✓ (19) Reporting ability:<br/>           (a) Investigative reports<br/>           (b) Summary reports<br/>           (c) Memos, letters, wires<br/>         (Consider: conciseness; clarity; organization; thoroughness; accuracy; adequacy and pertinency of leads; administrative detail.)<br/>         (20) Performance as a witness.<br/>         ✓ (21) Executive ability:<br/>           ✓ (a) Leadership<br/>           ✓ (b) Ability to handle personnel<br/>           ✓ (c) Planning<br/>           ✓ (d) Making decisions<br/>           ✓ (e) Assignment of work<br/>           ✓ (f) Training subordinates<br/>           + (g) Devising procedures<br/>           + (h) Emotional stability<br/>           + (i) Promoting high morale<br/>           + (j) Getting results<br/>         (22) Ability on raids and dangerous assignments:<br/>           (a) As leader<br/>           (b) As participant<br/>         + (23) Organizational interest, such as making of suggestions for improvement.<br/>         + (24) Ability to work under pressure.<br/>         (25) Miscellaneous. Specify and rate:<br/>           + Dictation ability<br/>           + Automobile driving ability</p> |
|---|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.):

Supervisor

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Research

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? (If so, explain in narrative comments.)

ADJECTIVE RATING:

Satisfactory

Outstanding, Satisfactory, Unsatisfactory

MILTON A. JONES

EOD 2/6/39

GS-15, \$11,050

Chief, Crime Records Section

Mr. Jones is trustworthy, dependable,  
industrious and conscientious. He handles a large volume  
of work and has shown development during the past year.  
Despite this, I do not think Mr. Jones has reached his  
fullest capability and he should continue to grow. During  
the past year he has been commended on one occasion and  
was censured on 3 occasions and orally censured on 2  
occasions for work handled in his unit.

A handwritten signature in dark ink, appearing to be 'M. A. Jones' or similar, written in a cursive style.

CERTIFICATE

MILTON A. JONES  
 Name (Please type or print)

Crim Records Section  
 Office or Division

1. Are you now or have you ever been a member of, contributed to, affiliated or associated with, any organization listed on the attachment to this certificate?

no  
 Answer "Yes" or "No"

2. If your answer is "Yes" state the name of the organization, dates of membership and extent of participation. An explanation regarding membership in any of these organizations may be attached hereto on a separate sheet of paper, if you desire to explain the circumstances of your membership.

<u>Name</u>	<u>Address</u>	<u>From</u>	<u>To</u>	<u>Office Held</u>
-------------	----------------	-------------	-----------	--------------------

CERTIFICATION

I hereby certify that the above information is correct and complete to the best of my knowledge and belief. I make this statement with the understanding that it will be used by the Department of Justice in carrying out the provisions of Executive Order 10450 and with knowledge that any false statement or omission of material fact may be sufficient cause for my dismissal or rejection of my application, and, further, may be cause for punishment as a violation of law including Section 1001, Title 18, U. S. Code.

4/12/54

89 (Date) 20 1954

Milton A. Jones  
 (Usual Signature)

Attachment

67-NOT RECORDED-9

3

March 23, 1954

ORGANIZATIONS DESIGNATED BY THE ATTORNEY GENERAL OF THE  
UNITED STATES PURSUANT TO EXECUTIVE ORDER 10450.

Abraham Lincoln Brigade  
Abraham Lincoln School, Chicago, Illinois  
Action Committee to Free Spain Now  
Alabama People's Educational Association (See Communist  
Political Association)  
American Association for Reconstruction in Yugoslavia, Inc.  
American Branch of the Federation of Greek Maritime Unions  
American Christian Nationalist Party  
American Committee for European Workers' Relief (See Socialist  
American Committee for Protection of Foreign Born Workers Party)  
American Committee for the Settlement of Jews in Birobidjan, Ind.  
American Committee for Spanish Freedom  
American Committee to Survey Labor Conditions in Europe  
American Committee for Yugoslav Relief, Inc.  
American Council for a Democratic Greece, formerly known as  
the Greek American Council; Greek American Committee  
for National Unity  
American Council on Soviet Relations  
American Croatian Congress  
American Jewish Labor Council  
American League Against War and Fascism  
American League for Peace and Democracy  
American Lithuanian Workers Literary Association (also known  
as Amerikos Lietuviu Darbininku Literaturos Draugija)  
American National Labor Party  
American National Socialist League  
American National Socialist Party  
American Nationalist Party  
American Patriots, Inc.  
American Peace Crusade  
American Peace Mobilization  
American Poles for Peace  
American Polish League  
American Polish Labor Council  
American Rescue Ship Mission (a project of the United  
American Spanish Aid Committee)  
American-Russian Fraternal Society  
American Russian Institute, New York, also known as the  
American Russian Institute for Cultural Relations with  
the Soviet Union  
American Russian Institute, Philadelphia  
American Russian Institute of San Francisco  
American Russian Institute of Southern California, Los Angeles

American Slav Congress  
 American Women for Peace  
 American Youth Congress  
 American Youth for Democracy  
 Armenian Progressive League of America  
 Associated Klans of America  
 Association of Georgia Klans  
 Association of German Nationals (Reichsdeutsche Vereinigung)  
 Association of Lithuanian Workers  
 (also known as Lietuviu Darbininku Susivienijimas)  
 Ausland-Organization der NSDAP, Overseas Branch of Nazi Party  
 Baltimore Forum  
 Black Dragon Society  
 Boston School for Marxist Studies, Boston, Massachusetts  
 Bulgarian American People's League of the United States of America  
 Bridges-Robertson-Schmidt Defense Committee  
 California Emergency Defense Committee  
 California Labor School, Inc., 321 Divisadero Street,  
 San Francisco, California  
 Carpatho-Russian People's Society  
 Central Council of American Women of Croatian Descent,  
 Also known as Central Council of American Croatian Women,  
 National Council of Croatian Women  
 Central Japanese Association (Beikoku Chuo Nipponjin Kai)  
 Central Japanese Association of Southern California  
 Central Organization of the German-American National  
 Alliance (Deutsche-Amerikanische Einheitsfront)  
 Cervantes Fraternal Society  
 China Welfare Appeal, Inc.  
 Chopin Cultural Center  
 Citizens Committee to Free Earl Browder  
 Citizens Committee for Harry Bridges  
 Citizens Committee of the Upper West Side (New York City)  
 Citizens Emergency Defense Conference  
 Citizens Protective League  
 Civil Rights Congress and its affiliated organizations,  
 including:  
     Civil Rights Congress for Texas  
     Veterans Against Discrimination of Civil Rights  
     Congress of New York  
 Columbians  
 Comite Coordinador Pro Republica Espanola  
 Committee to Aid the Fighting South  
 Committee for Constitutional and Political Freedom  
 Committee to Defend Marie Richardson  
 Committee for the Defense of the Pittsburgh Six  
 Committee for a Democratic Far Eastern Policy  
 Committee for Nationalist Action  
 Committee for the Negro in the Arts  
 Committee for Peace and Brotherhood Festival in Philadelphia  
 Committee for the Protection of the Bill of Rights  
 Committee to Uphold the Bill of Rights



Committee for World Youth Friendship and Cultural Exchange  
 Commonwealth College, Mena, Arkansas  
 Communist Party, U. S. A., its subdivisions, subsidiaries  
 and affiliates.  
 Communist Political Association, its subdivisions, subsidiaries  
 and affiliates, including:  
     Alabama People's Educational Association  
     Florida Press and Educational League  
     Oklahoma League for Political Education  
     People's Educational and Press Association of Texas  
     Virginia League for People's Education  
 Congress of American Revolutionary Writers  
 Congress of American Women  
 Connecticut Committee to Aid Victims of the Smith Act  
 Connecticut State Youth Conference  
 Council on African Affairs  
 Council of Greek Americans  
 Council for Jobs, Relief and Housing  
 Council for Pan-American Democracy  
 Croatian Benevolent Fraternity  
 Dai Nippon Butoku Kai (Military Virtue Society of Japan  
     or Military Art Society of Japan)  
 Daily Worker Press Club  
 Daniels Defense Committee  
 Dante Alighieri Society (between 1935 and 1940)  
 Dennis Defense Committee  
 Detroit Youth Assembly  
 Emergency Conference to Save Spanish Refugees (founding  
     body of the North American Spanish Aid Committee)  
 Families of the Baltimore Smith Act Victims  
 Families of the Smith Act Victims  
 Federation of Italian War Veterans in the U. S. A., Inc.  
     (Associazione Nazionale Combattenti Italiani,  
     Federazione degli Stati Uniti d'America)  
 Finnish-American Mutual Aid Society  
 Florida Press and Educational League. (See Communist  
     Political Association)  
 Frederick Douglass Educational Center  
 Freedom Stage, Inc.  
 Friends of the New Germany (Freunde des Neuen Deutschlands)  
 Friends of the Soviet Union  
 Garibaldi American Fraternal Society  
 George Washington Carver School, New York City  
 German-American Bund (Amerikadeutscher Volksbund)  
 German-American Republican League  
 German-American Vocational League (Deutsche-Amerikanische  
     Berufsgemeinschaft)  
 Harlem Trade Union Council  
 Hawaii Civil Liberties Committee

Heimuska Kai, also known as Nokubei Heieki Gimusha Kai,  
 Zaihei Nihonjin, Heiyaku Gimusha Kai, and Zaihei Heimusha  
 Kai (Japanese residing in America Military Conscripts  
 Association)  
 Hellenic-American Brotherhood  
 Hinode Kai (Imperial Japanese Reservists)  
 Hinomaru Kai (Rising Sun Flag Society -- a group of Japanese  
 War-Veterans)  
 Hokubei Zaigo Shoke Dan (North American Reserve Officers  
 Association)  
 Hollywood Writers Mobilization for Defense  
 Hungarian-American Council for Democracy  
 Hungarian Brotherhood  
 Independent Socialist League  
 Industrial Workers of the World  
 International Labor Defense  
 International Workers Order, its subdivisions, subsidiaries  
 and affiliates  
 Japanese Association of America  
 Japanese Overseas Central Society (Kaigai Dobo Chuo Kai)  
 Japanese Overseas Convention, Tokyo, Japan, 1940  
 Japanese Protective Association (Recruiting Organization)  
 Jefferson School of Social Science, New York City  
 Jewish Culture Society  
 Jewish People's Committee  
 Jewish People's Fraternal Order  
 Jikyoku Inkai (The Committee for the Crisis)  
 Joint Anti-Fascist Refugee Committee  
 Joint Council of Progressive Italian-Americans, Inc.  
 Joseph Weydemeyer School of Social Science, St. Louis,  
 Missouri  
 Kibei Seinen Kai (Association of U. S. Citizens of Japanese  
 Ancestry who have returned to America after studying in Japan)  
 Knights of the White Camellia  
 Ku Klux Klan  
 Kyffhaeuser, also known as Kyffhaeuser League (Kyffhaeuser  
 Bund), Kyffhaeuser Fellowship (Kyffhaeuser Kameradschaft)  
 Kyffhaeuser War Relief (Kyffhaeuser Kriegshilfswerk)  
 Labor Council for Negro Rights  
 Labor Research Association, Inc.  
 Labor Youth League  
 League of American Writers  
 Lictor Society (Italian Black Shirts)  
 Macedonian-American People's League  
 Mario Morgantini Circle  
 Maritime Labor Committee to Defend Al Lannon  
 Massachusetts Minute Women for Peace  
 Maurice Braverman Defense Committee

Michigan Civil Rights Federation  
 Michigan School of Social Science  
 Nanka Teikoku Gunyudan (Imperial Military Friends Group  
 or Southern California War Veterans)  
 National Association of Mexican Americans (also known as  
 Asociacion Nacional Mexico-Americana)  
 National Blue Star Mothers of America (not to be confused with  
 the Blue Star Mothers of America organized in February 1942)  
 National Committee for the Defense of Political Prisoners  
 National Committee for Freedom of the Press  
 National Committee to Win the Peace  
 National Conference on American Policy in China and the  
 Far East (a conference called by the Committee for a  
 Democratic Far Eastern Policy)  
 National Council of Americans of Croatian Descent  
 National Council of American-Soviet Friendship  
 National Federation for Constitutional Liberties  
 National Labor Conference for Peace  
 National Negro Congress  
 National Negro Labor Council  
 Nationalist Action League  
 Nationalist Party of Puerto Rico  
 Nature Friends of America (since 1935)  
 Negro Labor Victory Committee  
 New Committee for Publications  
 Nichibei Kogyo Kaisha (The Great Fujii Theatre)  
 North American Committee to Aid Spanish Democracy  
 North American Spanish Aid Committee  
 North Philadelphia Forum  
 Northwest Japanese Association  
 Ohio School of Social Sciences  
 Oklahoma Committee to Defend Political Prisoners  
 Oklahoma League for Political Education (See Communist  
 Political Association)  
 Original Southern Klans, Incorporated  
 Pacific Northwest Labor School, Seattle, Washington  
 Palo Alto Peace Club  
 Partido del Pueblo of Panama (operating in the Canal Zone)  
 Peace Information Center  
 Peace Movement of Ethiopia  
 People's Drama, Inc.  
 People's Educational Association (Incorporated under name  
 Los Angeles Educational Association, Inc.), also known as  
 People's Educational Center, People's University,  
 People's School  
 People's Educational and Press Association of Texas  
 People's Institute of Applied Religion  
 People's Radio Foundation, Inc.  
 Philadelphia Labor Committee for Negro Rights  
 Philadelphia School of Social Science and Art  
 Photo League (New York City)  
 Political Prisoners' Welfare Committee

Polonia Society of the IWO  
 Progressive German-Americans, also known as Progressive  
 German-Americans of Chicago  
 Proletarian Party of America  
 Protestant War Veterans of the United States, Inc.  
 Provisional Committee of Citizens for Peace, Southwest Area  
 Puertorriquenos Unidos (Puerto Ricans United)  
 Quad City Committee for Peace  
 Revolutionary Workers League  
 Romanian-American Fraternal Society  
 Russian American Society, Inc.  
 Sakura Kai (Patriotic Society, or Cherry Association--  
 composed of veterans of Russo-Japanese War)  
 Samuel Adams School, Boston, Massachusetts  
 Santa Barbara Peace Forum  
 Schappes Defense Committee  
 Schneiderman-Darcy Defense Committee  
 School of Jewish Studies, New York City  
 Seattle Labor School, Seattle, Washington  
 Serbian-American Fraternal Society  
 Serbian Vidoudan Council  
 Shinto Temples  
 Silver Shirt Legion of America  
 Slavic Council of Southern California  
 Slovak Workers Society  
 Slovenian-American National Council  
 Socialist Workers Party, including American Committee  
 for European Workers' Relief  
 Socialist Youth League  
 Sokoku Kai (Fatherland Society)  
 Southern Negro Youth Congress  
 Suiko Sha (Reserve Officers Association, Los Angeles)  
 Tom Paine School of Social Science, Philadelphia, Pennsylvania  
 Tom Paine School of Westchester, New York  
 Tri-State Negro Trade Union Council  
 Ukrainian-American Fraternal Union  
 Union of American Croatians  
 Union of New York Veterans  
 United American Spanish Aid Committee  
 United Committee of Jewish Societies and Landsmanschaft  
 Federations, also known as Coordination Committee of  
 Jewish Landsmanschaften and Fraternal Organizations  
 United Committee of South Slavic Americans  
 United Harlem Tenants and Consumers Organization  
 United May Day Committee  
 United Negro and Allied Veterans of America  
 Veterans of the Abraham Lincoln Brigade

8 00

Veterans Against Discrimination of Civil Rights Congress  
of New York (See Civil Rights Congress)  
Virginia League for People's Education (See Communist  
Political Association)  
Voice of Freedom Committee  
Walt Whitman School of Social Science, Newark, New Jersey  
Washington Bookshop Association  
Washington Committee to Defend the Bill of Rights  
Washington Committee for Democratic Action  
Washington Commonwealth Federation  
Washington Pension Union  
Wisconsin Conference on Social Legislation  
Workers Alliance (since April 1936)  
Workers Party, including Socialist Youth League  
Yiddisher Kultur Farband  
Young Communist League  
Yugoslav-American Cooperative Home, Inc.  
Yugoslav Seamen's Club, Inc.

DO DO  
September 3, 1954

Mr. [redacted]  
[redacted]  
[redacted]

New York

b6  
b7C

Dear Mr. [redacted]:

It certainly was a very great pleasure to receive your letter of August 31, 1954, and the copy of "F. B. I." which you so kindly autographed to me.

You have done a truly fine job with the material we were able to make available to you, and I am most grateful. You may be sure that Mr. Jones and Mr. [redacted] will be gratified by your generous comments, and I know that they were as happy as I was to cooperate with you.

b6  
b7C

Sincerely yours,

✓ cc - Personnel File, SA M. A. Jones, with copy of incoming.

b6  
b7C

cc - Personnel File, SA [redacted], with copy of incoming.

NOTE: No mention is being made of Mr. [redacted] offer to send additional copies of this book or to provide copies of his other books, since Mr. Nichols has advised that that matter will be handled separately. Milton A. Jones is Chief of Crime Records Section. SA [redacted] EOD 2-5-51; assigned Crime Records, GS-12. First names not used in outgoing since Mr. [redacted] has Mr. [redacted] name incorrect and pointing out the error to him would serve no purpose but to cause him embarrassment.

b6  
b7C

SEP 13 1954

MLL:ew

YELLOW  
DUPLICATE  
SEP - 3 1954  
MAILED

SEP 13 1954

b6  
b7C

Mr. Tolson	
Mr. Boardman	
Mr. Nichols	
Mr. Belmont	
Mr. Ladd	
Mr. Clegg	
Mr. Glavin	
Mr. Harbo	
Mr. Rosen	
Mr. Tracy	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Jones	
Mr. Mumford	
Mr. Quinn	
Mr. Nease	
Miss Gandy	

August the 31st. '54

Mr. J. Edgar Hoover, Director  
The Federal Bureau of Investigation  
United States Department of Justice  
Washington 25, D.C.

Dear Mr. Hoover:

My four new books have just come from the printer and although they will not be officially published until next month, I hasten to send you one of the first copies of my book on the Bureau.

Of the four books: Police; Smoke Eaters; Frogmen, and the F.B.I., the latter is by far my particular pride not only for its subject and contents, but for the friends I have made on your staff. Mr. Milton Jones and Mr. [redacted] were both of very great assistance to me in connection with this project and were responsible for its completion with a maximum of accuracy and interest and a minimum of headaches to the author. Without their help and the cooperation of your office I could not have produced this book, which I think will be my most popular.

b6  
b7C

My sincere appreciation to you for your permission to produce this book and for assigning such capable men as Mr. Jones and [redacted] to help with the project.

b6  
b7C

You will note on the back of this book, the partial list of my other publications of this series. If you have any young friends who might be interested in having any others of the series, I will be flattered to send them at once. Just drop me a note with the addresses and titles and I will get them on their way.

b6  
b7C

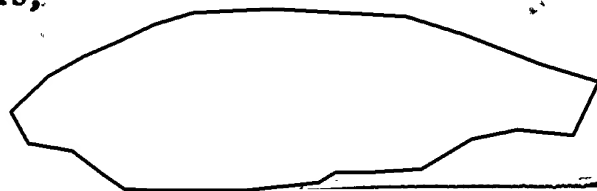
I am sending Mr. Jones and Mr. [redacted] several copies of this book and I will be glad to furnish more if you care for them for others of your staff.

b6  
b7C

I am,...

With my highest respect and sincerest thanks,

Cordially yours,



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *✓*

DATE: April 1, 1954

FROM : L. B. Nichols

SUBJECT:

DISCONTINUANCE OF PERSONNEL  
GUIDANCE PROGRAM*ACTIVITIES OF PERSONNEL COUNSELOR & ASSISTANT*

Instructions were issued to discontinue the Personnel Guidance Program, effective March 31st. I have been swamped with other matters and they seemed to me more urgent to take care of and I simply have not had the opportunity of presenting the new plan to be handled in the Records and Communications Division under the new instructions.

*X* There are certain fundamentals involved, I think. There is no substitute for personnel supervision, guidance and counseling. Since our division is charged with 1613 employees, it is humanly impossible for me personally to take over the actual handling of all personnel matters within the division and still continue to do the work I have been doing. As it is, the hours I have been putting in are excessive and in the final analysis there is a limit to human endurance. I think that in the Records and Communications Division we have had a rather effective program. It had its genesis long before there was an overall coordinated Personnel Guidance Program in the Bureau. I feel in good conscience it is necessary to continue a certain amount of personnel ~~WORKED-10~~

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Gearty \_\_\_\_\_  
Mohr \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

*A. L. Leonard*  
Heretofore, the Personnel Assistant, Special Agent Lester

*X* Short, has been charged with handling personnel matters on a Division-wide basis. Effective immediately, Mr. Jones in the Crime Records Section is being assigned the responsibility for his section. Mr. Leonard is being assigned the responsibility for the Crime Statistics Section. Mr. Wherry is being assigned the responsibility for the Communications Section. Mr. Short has been functioning as Assistant Chief of the Records Section and he will continue in this capacity and I contemplate utilizing him to handle personnel matters of a counseling, guidance and work measurement nature, etc., for the Records Section. In addition to placing the Personnel Records Section under him, he has had this for some time, we are assigning the Service Unit to his supervision. We have found from past experience it is necessary for Mr. Short to spend approximately fifty per cent of his time doing what can properly be described as personnel work. Mr. Short will, of course, work closely with Mr. Waikart, who is the Supervisor in Charge of the Records Section, and Mrs. James, Chief of the Records Section.

cc: Mr. Tracy

Mr. Waikart

Mr. Leonard

Mr. Jones

Mr. Wherry

BN:MP



The Supervisor in Charge of the Records Section has always had the overall responsibility for the work performance of employees assigned to the Records Section.

In view of the large number of girls assigned in the Records Section, I feel it absolutely necessary, to maintain the efficient operation and good morale, to utilize the services of Mrs. [ ] who heretofore has occupied the position of Personnel Counsellor. As a matter of fact, there is more work of a productive nature to be done than she has been able to do or can continue to do and we are trying to put first things first and handle those things that are indispensable; other matters which are desirable and worthwhile we will just have to handle as best we can. b6 b7C

We have had under the Personnel Guidance Program another employee, Miss [ ], assisting Mrs. [ ]. We are reassigning her to the Consolidation Unit and will try to get along with Mrs. [ ] handling what can properly be called personnel work, which includes training, placement, special interviews, counseling, etc. b6 b7C

I frankly feel, however, that when we begin to secure additional personnel in the late Spring and particularly with a large number of new employees who have to be trained, it will be necessary to augment the services of Mrs. [ ] however, we will try to keep this to a minimum. b6 b7C

I would like to point out that a cost analysis of the Training Division as of January 31, 1954, reflected that the Records and Communications Division had the lowest unit cost of all divisions at the Seat of Government and of those offices having personnel counsellors, our cost was \$6.11 per employee per year, as contrasted to the rest of the S.O.G. unit cost of \$20.99 per employee per year and \$23.20 in the Field per employee per year. I feel that the plan we have worked out brings our personnel work to the minimum, in fact, I think perhaps we are cutting too much which could result in development of personnel problems, however, we are giving it a try.

In this connection, in view of the similarity of the set-ups between the Records & Communications Division and the Identification Division, and in an effort to have uniformity, Mr. Tracy and I have discussed this matter and we are both utilizing the same basic principles with regard to personnel counseling.

RECEIPT FOR GOVERNMENT PROPERTY  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

3-25-54

I certify that I have received the following Government property for official use  
returned

Key to Room #4241 518

for tel key cabinet

READ

13  
The Government property which you hereby acknowledge  
is charged to you and you are responsible for taking  
care of it and returning it when its use has been  
completed. DO NOT MARK OR WRITE ON IT OR MULTILATE  
IT IN ANY WAY.

FILE  
WRG  
FEB 29 1954  
67-NOT

Very truly yours,

Milton A. Jones  
Milton A. Jones,

## UNITED STATES GOVERNMENT

Mr. Nichols

DATE: March 2, 1954

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

FROM :

M. J. Hogan

SUBJECT:

BASIL KINGSLEY BECK, was.-FUGITIVE  
IO NUMBER 2661, UFAP-BURGLARY  
TEN MOST WANTED  
ERROR IN WRITE-UP ON MURDER COMMITTED BY  
BECK IN PHILADELPHIA, SEPTEMBER 21, 1953

BACKGROUND:

Beck was released on the Top Ten program 3/1/54. In the write-up of material on Beck, it stated that Beck was charged by Philadelphia authorities in a warrant for the killing of an individual on September 30, 1953. This should have been September 21, 1953. It should be noted that no Bureau process is outstanding on this killing and that this material was added to the write-up for the sole purpose of giving it color. Thus, the error, while regrettable, was not with regard to a basic matter. It should be noted further that this error was caught 2/27/54 by Mr. Wick of your office prior to the release of the material and that absolutely no harm has been done, although material containing the error was sent to the field. The Philadelphia and Kansas City Offices were notified of the error 2/27/54 as were the three wire services. b6 b7C

BACKGROUND OF THE ERROR - [REDACTED] RESEARCH ASSISTANT, 68-9:

Mr. [REDACTED] prepared the original material on Beck which reflects the date as September 30, 1953. In doing the original research, he took the date from a teletype from Philadelphia dated October 9, 1953. Unfortunately, in reading the teletype he took the date September 30 which was the date of a Wanted Flyer put out by the Kansas City, Missouri, Police Department dealing with a murder at Kansas City on September 12, 1953.

IMMEDIATE SUPERVISION-SPECIAL AGENT LAWRENCE J. HEIM, CRIME RECORDS:

Special Agent Lawrence J. Heim, Crime Records, reviewed Mr. Hogan's research, but unfortunately did not catch the error.

The write-up for release to the press and also the memo to all investigative employees carried the erroneous date of September 30, 1953.

CHECK BY PHILADELPHIA FIELD DIVISION:

The original write-up containing the erroneous date was

cc - Mr. Glavin

MAR 22 1954

RECEIVED MAR 2 1954

13 for [unclear]  
[unclear]

Memo to Mr. Nichols

March 2, 1954

submitted to Philadelphia on February 8, 1954, and they advised by Air-Tel dated February 10, 1954, the release was correct so far as his activities in Philadelphia were concerned.

MITIGATING CIRCUMSTANCES:

b6  
b7C

Mr. [ ] is one of the most conscientious and hard working employees in the Crime Records Section. He has an A.B. degree and will graduate from Georgetown Law School this June. He is very much distressed over this error and realizes fully that material such as this must be accurate in every sense of the word.

Special Agent Heim has been handling the Top Ten program since April of 1952 and has done an outstanding job. This is the first error that has occurred in any of the material which he has handled in connection with this program. It should be noted that this was the 39th replacement on the Top Ten program that this Agent has handled and I feel that it is remarkable indeed that the program thus far has run so smoothly and without any errors.

ACTION TAKEN:

The Philadelphia Office was requested by Supervisor Wick of your office this past Saturday to submit an explanation and appropriate correction is being sent to the field by separate memorandum.

RECOMMENDATIONS:

b6  
b7C

(1) It is recommended that [ ] be censured for his failure to do the original research on Beck with adequate care.

(2) It is further recommended that Supervisor Lawrence J. Heim, who is responsible for the project in the Crime Records Section, be censured.

(3) It is recommended that I be censured as Chief of the Crime Records Section inasmuch as I am responsible for all of the work done by the men in this Section.

Oral censure only  
H. [ ]  
3/2

Yes  
[ ]

Jaeger  
3/2  
Rosen  
3/5/54  
m

Memo to Mr. Nichols

March 2, 1954

ADDENDUM: LBN:mnf 3/2/54

It is recommended that Supervisor Robert E. Wick of my office be censured since he is responsible for these write-ups being in their proper form prior to release.

*and censured*

*H. J. [unclear]*

*3/15/54*  
*2/2/54*

It is further recommended that I be censured because in the final analysis I am responsible for everything that was released.

*no need  
to do this*

*I am not  
H. J. [unclear]*

October 6, 1954

PERSONAL AND CONFIDENTIAL

Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

The Bureau has carefully reviewed the circumstances relating to the recent delay in mailing copies of the seasonal issues for 1954 of the "Uniform Crime Reports" to FBI National Academy graduates and it is apparent that in your supervision of this matter you failed to see to it that proper distribution was effected. It was specifically noted that in the memorandum prepared by the Crime Records Section under date of September 10, 1954, instructions were issued for distribution of the bulletin on certain dates but no mention was made of National Academy graduates. In addition you failed to follow with the Mechanical Section of the Administrative Division to insure that everyone entitled to receive the bulletin was mailed one.

In view of the sloshed manner in which you handled this important phase of the Bureau's work, you are being placed on probation. In the future it will be necessary that you be more specific in any instructions you prepare relating to mailing lists and that you follow through in a more thorough manner on each matter so that there will be no recurrence of such a situation.

LED 28

DCM:njc

CC: Mr. Nichols (Personal Attention)  
Mr. Harbo (Inspector's Aide)  
Movement: Leave  
Mrs. Wackerman

Very truly yours,

John Edgar Hoover  
Director

67-109108-237

OCT 13 1954

ADDENDUM - You should carefully supervise the work performance of this employee for a period of 90 days and at the expiration of that time you should submit a special performance rating report together with your recommendation as to whether he should be removed.

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: October 4, 1954

FROM : M. A. Jones

SUBJECT: LETTER SEPTEMBER 30, 1954,  
FROM HENRY R. MORTON,  
CHIEF OF POLICE,  
FRESNO, CALIFORNIA,  
RE FAILURE TO GET UCR

Tolson ✓  
Boardman ✓  
Nichols ✓  
Belmont ✓  
Clegg ✓  
Glavin ✓  
Ladd ✓  
Rosen ✓  
Tamm ✓  
Tracy ✓  
Winterrowd ✓  
Tele. Room ✓  
Holloman ✓  
Gandy ✓

*CRIME RECORDS*

Under date of September 30, 1954, Morton complained of not having received the semiannual issue for 1954 of the Uniform Crime Reports and further pointed out that neither he, who is a National Academy graduate, nor the other National Academy graduates received a copy of this particular UCR bulletin. Morton's letter in a sarcastic vein, by stating that, if their failure to receive copies was not an oversight, the department would no longer contribute uniform crime reports figures. The Director issued instructions concerning the handling of this letter and also inquired concerning the answer to Morton's allegations.

## GENERAL DISTRIBUTION OF UCR:

The Fresno Police Department is on the Bureau's mailing list by title; accordingly, the Department should have received at least one copy of the Uniform Crime Reports bulletin. It appears that this was mailed on September 21, 1954. Conceivably, it had not reached Fresno by the time of Chief Morton's letter (September 30), but it does seem that it would have arrived before he wrote.

## DISTRIBUTION OF UCR BULLETIN TO NA GRADUATES:

There are seven NA graduates in the Fresno Police Department (including the Sheriff) and normally all of these would have received the UCR bulletin. A check with the Mechanical Section, however, revealed that the UCR bulletin has not as yet been sent to NA graduates.

## RESPONSIBILITY FOR MAILING UCR BULLETIN TO NA GRADUATES:

Prior to the last two years the UCR bulletin was distributed, each copy was put in an envelope and the actual mailing was handled by the Statistical Section. With the exception of the press copies, we no longer send out the UCR in envelopes and the addresses are stamped right on the back of the booklet. Now, a number of years, this section has gotten

cc - Mr. Leonard; cc - Mr. Henneberger; cc - Mr. Mohr

Memorandum to Mr. Nichols

October 4, 1954

*Handled  
@m?*  
up, prior to each distribution, a suggested plan showing when the press, law enforcement and other copies should be mailed. There is attached a copy of the distribution sheet dated September 10, 1954. This sheet is not intended to show each particular group to which the bulletin is supposed to be sent but rather is aimed primarily at showing the distribution date. It was felt, of course, in this section that the Mechanical Section would automatically send the UCR to everyone on the various UCR lists. It should be noted that the September 10, 1954, memorandum stated that copies should be mailed to "schools, colleges, libraries, UCR mailing list, etc."

Assistant Director Mohr checked with Mr. Kenneberger, who stated that the actual mailing of the UCR bulletin was handled by clerical employee [redacted] who entered on duty 6-9-53 and is an unclassified 9 employee. Mr. [redacted] has been assigned to these duties for only a few months.

b6  
b7C

b6  
b7C

Mr. Mohr reported that Mr. Renneberger gave instructions to [redacted] that he follow specifically the data in my memorandum of September 10. Mr. Renneberger stated he did not realize the significance of the "etc." in my memorandum and did not inquire as to what it meant. Mr. Mohr felt that Mr. Renneberger should have inquired. Mr. Mohr also observed that our memorandum should have been more specific and should have listed everyone who was to receive the Uniform Crime Reports bulletin. Mr. Renneberger indicated that the Chief of Fresno was mailed a copy on September 21. Mr. Mohr has also indicated: "I think that Mr. Renneberger should have insured that he received specific instructions with respect to the handling of the mailing of the Uniform Crime Reports bulletin, particularly in view of the fact that the instructions were not clear and they should not have been left to a subordinate clerical employee to try to determine who was to get such copies. I have instructed Mr. Renneberger hereafter to prepare a check list for the mailing of the UCR bulletin and to have this list checked with Mr. Jones to see that it is current and to give this list to the clerical employee so he can check it off as he handles the mailings in the future. I think this will obviate the possibility of such an error recurring."

*confirm this in writing L. - - Yes.*

*Handled  
data to  
[unclear]  
10/11/54  
JCM*  
It is felt that the Crime Records Section must share the responsibility in this matter. We felt that Mr. Renneberger would automatically send the Uniform Crime Reports to everyone entitled to receive it and did not follow up closely with him to be sure that this was done.



Memorandum to Mr. Nichols

October 4, 1954

ACTION TAKEN:

The Uniform Crime Reports was sent to all National Academy graduates shortly after noon today. A detailed listing is being prepared indicating to whom Uniform Crime Reports should be sent in the future, and a copy of this is being made available to Mr. Renneberger.

RECOMMENDATIONS:

1. That the attached letter go forth to Chief Morton.

I agree ✓

Jaguer  
10/4

RAYMOND C. RENNEBERGER

2. Mr. Mohr recommended that Mr. Renneberger be censured for his failure to insure that his employees had specific instructions for the handling of this matter.

• Renneberger should be strongly censured

OK.

3. It is also recommended that I be censured because of the failure of this section to follow this matter more closely with Mr. Renneberger.

Also Recommend Probation

I recommend censure and probation for Jones.

1075

A separate memorandum is being submitted setting forth a new system for the dissemination of Uniform Crime Reports. LBN 10/5

Be sure this is done.

This matter was<sup>3</sup> not properly handled by Nichols 1075

Disappointing that such simple program should not be completely followed up by two

sections.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *JW*

FROM : L. E. Nichols

SUBJECT: MILTON A. JONES  
EOD: FEBRUARY 6, 1939  
GS-15, \$11,050  
ASSIGNED: CHIEF, CRIME RECORDS SECTION

DATE: Dec. 8, 1954

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

Mr. Jones was placed on probation on October 8, 1954, because of a delay in mailing copies of semi-annual issues of Uniform Crime Reports to the FBI National Academy graduates. The physical mailing of these bulletins was the responsibility of the Mechanical Section. Mr. Jones' fault was that he did not follow up.

Since then, Mr. Jones has diligently applied himself to his work and has put in exceedingly long hours. Accordingly, I recommend that he now be removed from probation.

LBN:arm  
(2)

1-ENCL. *Rec'd*

12/15/54  
RECORDED-144

*memo to Mr. Jones  
R. E. Nichols  
12/15/54  
RECORDED-144*

67-109106-238
24
18 DEC 9 1954

55 DEC 23 1954

*DEC 12 5 00 PM '54*  
*JW*

JJM:ptm

NAME:

M. A. JONES

CHIEF, CRIME RECORDS SECTION

EOD:

2-6-39

GRADE AND SALARY: GS-15, \$11,050

OFFICE OF PREFERENCE: (1) Washington, D. C.

(2) Richmond

(3) Louisville

ASSISTANT TO THE DIRECTOR L. B. NICHOLS:

Mr. Jones over the years has proved himself to be a prodigious worker, loyal and enthusiastic and he has been developing in depth of perspective. I have noted considerable improvement in his planning ability. A tremendous volume of work is handled over his desk, most all of it being extremely sensitive, involving deadlines and presenting innumerable opportunities for a margin of error in view of the great diversity and unrelated nature of the various projects handled in the Crime Records Section. At the present time Mr. Jones is on probation as a result of a delay in mailing the Uniform Crime Reports semiannual issues for 1954. In other respects his supervisory functions have been entirely satisfactory. He also was advised by letter 12-3-54, of the inadequacy of a check made by a former employee which resulted in a failure to carry an item in the Investigator concerning retirement of a Special Agent.

*INSPECTOR BROWN* Mr. Jones' long experience as Section Chief has given him the ability to supervise the many diverse and frequently delicate operations of his section with generally effective results. He is zealous in protecting the Bureau's interests, knows policy, and is alert to adopting time-saving procedures. A tendency was noted in his section to "save string," in the form of obsolete and unnecessary memoranda and other communications. This was called to his attention and corrective measures taken. I consider Mr. Jones fully capable of continuing as Section Chief.

RECOMMENDATION:

None--for information.

143  
55 DEC 17 1954

INSPECTION, CRIME RECORDS SECTION

INSPECTOR B. C. BROWN

12/14/54

(4)

BCB/nls

~~1-NOT RECORDED-12~~

3 JFW  
2-11-55

December 1, 1954

## MEMORANDUM FOR THE DIRECTOR

*M. A. Jones*

The following Special Agents in Charge are presently on probation:

NAME	OFFICE	DATE	LAST IN ACTION	DATE OF LAST RECHECK	REASON
J. J. Casper	New Haven continued	3-22-54 7-1-54	2-10-54	11-17-54	In view of the mishandling of the bank robbery investigation concerning Laurence David Henley. Due to the results of the recheck inspection of the New Haven Office.
I. Blaylock	Indianapolis	6-17-54	11-25-53		In view of the bad judgment exercised in not promptly advising the Bureau regarding the information received in the Indianapolis Division indicating a possible leak of Security information from FBI files.
J. M. Maticchio	Charlotte	7-22-54	7-13-54	11-27-54	Because of the atrocious manner in which the Philadelphia Office handled the case entitled "Unknown Subject; Kill or White-Victim, Extortion", which occurred while he was Special Agent in Charge.
E. Howard	Minneapolis	7-21-54	7-5-54		In view of inspection findings of the Minneapolis Division.

The Director has already approved a recheck inspection for the Minneapolis Office and a complete inspection of the Indianapolis Office within the next month or so.

67-1-030-2085

55 DEC 10 1954

LIST OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PRODUCTION

<u>NAME</u>	<u>TITLE</u>	<u>DATE</u>	<u>REASON</u>
M. A. JONES	Chief of Crime Records Section, Records and Communications Division	10-8-54	Because of the delay in mailing copies of the semiannual issue for 1954 of the "Uniform Crime Reports" to FBI National Academy graduates.

Inspection report will  
come through about 12-2-54  
re status of M. A. Jones.

Respectfully,

/s/ J. P. Mohr

J. P. Mohr

00 00  
M. A. JONES

November 1, 1954

Copy 62

MEMORANDUM FOR THE DIRECTOR

The following Special Agents in Charge are presently on probation:

<u>NAME</u>	<u>OFFICE</u>	<u>DATE</u>	<u>LAST INSPECTION</u>	<u>DATE OF LAST RECHECK</u>	<u>REASON</u>
W. G. BANISTER	Chicago Continued Continued	3-22-54 7-29-54 10-13-54	10-5-54		Because of the inadequate planning of attempted efforts to capture Top Ten Fugitive Nick Montos. Because of the operations of the Minneapolis Office which occurred while he was Special Agent in Charge. Because of the numerous delinquencies noted during the inspection.
J. J. CASPER	New Haven Continued	3-22-54 7-1-54	2-10-54	6-23-54	In view of the mishandling of the bank robbery investigation concerning Laurence David Howley. Due to the results of the recheck inspection of the New Haven Office.
L. BLAYLOCK	Indianapolis	6-17-54	11-25-53	————	In view of the bad judgment exercised in not promptly advising the Bureau regarding the information received in the Indianapolis Division indicating a possible leak of security information from FBI files.

67-030-2067  
ORIGINAL FILED IN

15  
18 NOV 23 1954

A. Cornelius, Jr.	Salt Lake City	6-22-54	10-22-54	-----	In view of his negligence and dilatory handling of the case entitled "Uintah and White River Bands of Ute Indians vs. United States, Court of Claims Number 45751, Court of Claims, which was under his direct supervision.
Inspector Stein completed inspection 10-22-54. Report not received.					
E. J. Powers	Miami	6-25-54	10-26-54	-----	In view of his failure to completely carry out his duties as a Special Agent in Charge in the handling of the investigation and apprehension of James Paul Baker in the Miami Division.
D. A. Bryce	Albuquerque	7-15-54	7-9-54	10-28-54	Because of the unsatisfactory office administration, the unusually high number of investigative delinquencies and the poor showing in contact matters.
Inspector Stein completed a re-check inspection 10-28-54 and it is being recommended that SAC Bryce be removed from probation.					
R. J. Abbaticchio	Charlotte	7-22-54	7-13-54	-----	Because of the atrocious manner in which the Philadelphia Office handled the case entitled "Unknown Subject; William White-Victim, Extortion", which occurred while he was Special Agent in charge.
C. B. Howard	Minneapolis	7-21-54	7-9-54	-----	In view of inspection findings of the Minneapolis Division.

The Director has already approved a recheck inspection for the New Haven, Charlott and Minneapolis Offices and a complete inspection of the Indianapolis office within the next month or so.

SEAT OF GOVERNMENT OFFICIALS (INCLUDING SECTION CHIEFS) ON PROBATION

<u>NAME</u>	<u>TITLE</u>	<u>DATE:</u>	<u>REASON</u>
M. A. Jones	Chief of Crime Records Section, Records and Communications Division	10-8-54	Because of the delay in mailing copies of the semiannual issue for 1954 of the "Uniform Crime Reports" to FBI National Academy graduates.

Respectfully,

s/JPM

J. P. MOHR



# FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

Name of Employee: MILTON A. JONES

Where Assigned: Records & Communications Div Crime Records Section  
(Division) (Section, Unit)  
Payroll Title: Special Agent, Chief Crime Records Section GS-15

Rating Period: from October 8, 1954 to December 8, 1954

ADJECTIVE RATING: SATISFACTORY  
Outstanding, Satisfactory, Unsatisfactory

Employee's  
Initials

Rated by:	<u>L. B. Nichols</u> Signature	<u>Assistant to the Director</u> Title	<u>12/8/54</u> Date
Reviewed by:	<u>[Signature]</u> Signature	<u>[Signature]</u> Title	<u>DEC 10 1954</u> Date
Rating approved by:	<u>[Signature]</u> Signature	<u>Assistant Director</u> Title	<u>DEC 10 1954</u> Date

TYPE OF REPORT

67-109106-239	
Searched	24
<input checked="" type="checkbox"/> Administrative	
<input type="checkbox"/> 60-day	
<input type="checkbox"/> Transfer	DEC 9 1954
<input type="checkbox"/> Separation from service	
<input checked="" type="checkbox"/> Special	

RECORDED-74

55 DEC 21 1954

JONES ON  
LEAVE HENCE  
NOX INITIATED

See Narrative Comments  
set out in Memo from  
Nichols to Mr. Tolson  
12/8/54

NARRATIVE COMMENTS

Note: The regulations require that OUTSTANDING ratings be supported by a statement in writing setting forth IN DETAIL the performance IN EVERY ASPECT and the REASONS for considering each worthy of SPECIAL COMMENDATION. UNSATISFACTORY ratings must be supported by a statement in writing stating (1) WHEREIN the performance is unsatisfactory, (2) the facts of the (90 day) PRIOR WARNING, and (3) the efforts made AFTER THE WARNING TO HELP the employee bring his performance up to a satisfactory level.

DEC 21 1953

*[Handwritten signature]*

DEC 10 1953

OP

10

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Special Agent

Chief Crime Records Section

Name of Employee MILTON A. JONES

Title

Rating Period: from 10/8/54 to 12/8/54

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving special commendation).  
✓ Satisfactory (ranging from good to excellent but not sufficient to rate outstanding).  
= Unsatisfactory.  
0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

An 'Outstanding' rating cannot be justified unless all elements rated are 'plus', and in addition, of course, supporting comments must comply with the requirements as set out below.

So far as 'Satisfactory' and 'Unsatisfactory' ratings are concerned, it is impossible to provide a mechanical formula for computing the various 'plus', 'check', and 'minus' marks because such would presume equal weight for all elements rated. Good judgment must be exercised to insure that the adjective rating is reasonable in the light of the elements rated. All minus marks must be supported by narrative detail, and of course, all 'Unsatisfactory' ratings must comply with the requirements as set out below.

- |   |  |
|---|--|
| <p><u>✓</u> (1) Personal appearance.<br/> <u>✓</u> (2) Personality and effectiveness of his personal contacts.<br/> <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).<br/> <u>+</u> (4) Physical fitness (including health, energy, stamina).<br/> <u>✓</u> (5) Resourcefulness and ingenuity.<br/> <u>+</u> (6) Forcefulness and aggressiveness as required.<br/> <u>✓</u> (7) Judgment, including common sense, ability to arrive at proper conclusions; ability to define objectives.<br/> <u>✓</u> (8) Initiative and the taking of appropriate action on own responsibility.<br/> <u>✓</u> (9) Planning ability and its application to the work.<br/> <u>✓</u> (10) Accuracy and attention to pertinent detail.<br/> <u>+</u> (11) Industry, including energetic consistent application to duties.<br/> <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.<br/> <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and 'know how' of application.<br/> <u>+</u> (14) Technical or mechanical skills.<br/> <u>✓</u> (15) Investigative ability and results:<br/>             <u>✓</u> (a) Internal security cases<br/>             <u>✓</u> (b) Criminal or general investigative cases<br/>             <u>✓</u> (c) Fugitive cases<br/>             <u>✓</u> (d) Applicant cases<br/>             <u>✓</u> (e) Accounting cases<br/> <u>✓</u> (16) Physical surveillance ability.</p> | <p><u>✓</u> (17) Firearms ability.<br/> <u>✓</u> (18) Development of informants and sources of information.<br/> <u>✓</u> (19) Reporting ability:<br/>             <u>✓</u> (a) Investigative reports<br/>             <u>✓</u> (b) Summary reports<br/>             <u>✓</u> (c) Memos, letters, wires<br/>             (Consider: <u>✓</u> conciseness; <u>✓</u> clarity; <u>✓</u> organization; <u>✓</u> thoroughness; <u>✓</u> accuracy; <u>✓</u> adequacy and pertinency of leads; <u>✓</u> administrative detail.)<br/> <u>✓</u> (20) Performance as a witness.<br/> <u>✓</u> (21) Executive ability:<br/>             <u>✓</u> (a) Leadership<br/>             <u>✓</u> (b) Ability to handle personnel<br/>             <u>✓</u> (c) Planning<br/>             <u>✓</u> (d) Making decisions<br/>             <u>✓</u> (e) Assignment of work<br/>             <u>✓</u> (f) Training subordinates<br/>             <u>✓</u> (g) Devising procedures<br/>             <u>✓</u> (h) Emotional stability<br/>             <u>✓</u> (i) Promoting high morale<br/>             <u>✓</u> (j) Getting results<br/> <u>✓</u> (22) Ability on raids and dangerous assignments:<br/>             <u>✓</u> (a) As leader<br/>             <u>✓</u> (b) As participant<br/> <u>+</u> (23) Organizational interest, such as making of suggestions for improvement.<br/> <u>+</u> (24) Ability to work under pressure.<br/> <u>✓</u> (25) Miscellaneous. Specify and rate:<br/>             <u>+</u> <u>Dictation ability</u><br/>             <u>+</u> <u>Automobile driving ability</u></p> |
|---|--|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as resident Agent, supervisor, instructor, etc.):

SUPERVISOR

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

RESEARCH

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not 'yes', explain in narrative comments.)

D. Has employee had any abnormal sick leave record during rating period? No (If so, explain in narrative comments.)

ADJECTIVE RATING :

SATISFACTORY

Outstanding, Satisfactory, Unsatisfactory

ob

ob

DECLASSIFICATION AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
DATE 07-12-2010

December 3, 1954

PERSONAL AND CONFIDENTIAL

0  
Mr. Milton A. Jones  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Jones:

b6  
b7C  
A careful analysis has been made of the facts with respect to the omission from the Bureau publication, "The Investigator," of any mention of the retirement of former Special Agent [redacted] from the Bureau's service on July 24, 1954, and it is apparent that there was a serious failure on the part of the Crime Records Section to function efficiently and adequately in this matter.

b6  
b7C  
It has been determined that former Special Agent [redacted] letter requesting retirement was routed to your section and although some check was made by a former clerical employee there was not a sufficiently thorough and forceful inquiry conducted to determine whether or not former Special Agent [redacted] application had in fact been accepted. It is apparent that this matter should have been definitely resolved and the failure to do so constitutes an inadequate carrying out of responsibilities on the part of personnel under your supervision.

Accordingly, it will be incumbent upon you to take appropriate measures to see to it that errors of this nature are avoided in the future and that there is no further occasion to call your attention to such a serious dereliction.

Tolson \_\_\_\_\_  
Boardman \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Harbo \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

JIC' ggs  
(4)

CC: Mr. Nichols (Personal Attention)

COMM-FBI  
DEC-3 1954  
MAILED 10

John Edgar Hoover  
Director 12 DEC 13 1954

55 DEC 21 1954

RECORDED - 145  
very truly yours,  
J. Edgar Hoover  
Numbers 100-2410  
62  
RECEIVED  
DEC 13 1954

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: 12-15-54

FROM : H. L. Edwards

SUBJECT: MILTON A. JONES  
 Special Agent  
 Chief, Crime Records Section  
 Records and Communications Division  
 EOD 2-6-39; GS-15, \$11,050  
 Non-Veteran; Not on Probation

Tolson \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Sizoo \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

## RE: REMOVAL FROM PROBATION

This employee entered on duty 2-6-39 and is presently in Grade GS-15, \$11,050 per annum. He is being considered for removal from probation.

By letter dated 10-8-54 he was CENSURED and PLACED ON PROBATION inasmuch as the Bureau had carefully reviewed the circumstances relating to the recent delay in mailing copies of the semiannual issue for 1954 of the "Uniform Crime Reports" to FBI National Academy graduates and it was apparent that in his supervision of this matter he failed to see to it that proper distribution was effected. It was specifically noted that in the memorandum prepared by the Crime Records Section under date of 9-10-54, instructions were issued for distribution of the bulletins on certain dates but no mention was made of National Academy graduates. In addition he failed to follow with the Mechanical Section of the Administrative Division to insure that everyone entitled to receive the bulletin was mailed one.

By letter dated 12-3-54 he was CENSURED inasmuch as a careful analysis had been made of the facts with respect to the omission from the Bureau publication, "The Investigator," of any mention of the retirement of former Special Agent [redacted] from the Bureau's service on 7-24-54, and it was apparent that there was a serious failure on the part of the Crime Records Section to function efficiently and adequately in this matter. It had been determined that former SA [redacted] letter requesting retirement was routed to his section and although some check was made by a former clerical employee there was not a sufficiently thorough and forceful inquiry conducted to determine whether or not former SA [redacted] application had in fact been accepted. It was apparent that this matter should have been definitely resolved and the failure to do so constituted an inadequate carrying out of responsibilities on the part of personnel under his supervision.

RECORDED - 143

On 12-8-54 Mr. Nichols rated him SATISFACTORY and in a separate communication recommended that he be removed from probation. Mr. Nichols added that he had diligently applied himself to his work and had put in exceedingly long hours.

FDH/wg  
 (2)

Letter to employee  
 advising of removal  
 from probation

55 DEC 22 1954

FDH/R

67-169106-241

5 DEC 21 1954  
 FEDERAL BUREAU OF INVESTIGATION  
 (OVER)

During an Inspection of the Crime Records Section of the Records and Communications Division in December, 1954, Inspector Brown stated Mr. Jones' long experience as Section Chief had given him the ability to supervise the many diverse and frequently delicate operations of his section with generally effective results. He was zealous in protecting the Bureau's interests, knew policy, and was alert to adopting time-saving procedures. A tendency was noted in his section to "save string," in the form of obsolete and unnecessary memoranda and other communications. This was called to his attention and corrective measures taken. The Inspector considered Mr. Jones fully capable of continuing as Section Chief.

RECOMMENDATION: In view of SA Jones' recent letter of censure (12-3-54) and inasmuch as he has only been on probation since 10-8-54, it is recommended that he be continued in a probationary status an additional 60 days.

I recommend he  
be removed from  
probation at this  
time.

JEM - msc  
12/16

OK  
Jones